

Maintenance

## COMBAT AMMUNITION SYSTEM PROCEDURES

This instruction implements combat ammunition operations policy and procedures, assigns management responsibilities for ammunition accountability of nonnuclear munitions, and implements policy in AFR 21-2, *General Policy for Nonnuclear and Nuclear Munitions*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through command channels to HQ USAF/LGMW, 1030 Air Force Pentagon, Washington, DC 20330-1030.

Failure to comply with these procedures is cause for disciplinary action under the Uniform Code of Military Justice (UCMJ) or AFR 40-735, *Civilian Conduct and Responsibility*, and AFI 36-704, *Discipline and Adverse Actions*, (formerly AFR 40-750).

### SUMMARY OF REVISIONS

★ This revision incorporates IMCs 94-1 and 94-2. Included are the latest procedures pertaining to the disposition of munitions assets. A ★ denotes a revision from the previous edition.

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## Chapter 1

### COMBAT AMMUNITION SYSTEM

**1.1. Ensuring Accountability.** An accountable officer controls all Government-owned and controlled munitions items at all times. He/she maintains accountability on a stock record account which is subject to audit. While the accountable officer may not have direct physical control over munitions items, he/she retains responsibility for maintaining accurate, reliable, and auditable records. All individuals and organizations which physically control, possess, store, and maintain munitions items are responsible for the proper custody, care, record keeping, and safeguarding of munitions.

1.1.1. The Air Force accounts for munitions by national stock number (NSN), lot or serial number, quantity, condition code, category (training, WRM, and so on), functional user code (FUC), and dollar amount. The Air Force maintains and reports data for all expended munitions. Use automated collection and reporting of data whenever possible.

**1.2. Cooperating with the Single Manager for Conventional Munitions (SMCA).** HQ USAF/LGMW works with the SMCA during ammunition development, procurement, production, distribution, storage, and demilitarization or disposal.

**1.3. Appointing the Munitions Accountable Systems Officer (MASO).**

1.3.1. The squadron commander appoints the MASO to the position in accordance with this AFI. Normally, the MASO is the senior 2W0X1, or equivalent, assigned to the munitions function. In some cases, the officer-in-charge may be appointed as the MASO. In the Air National Guard, the state United States Property and Fiscal Officer (USP&FO) may appoint the Chief of Supply, Aircraft Maintenance, or senior munitions noncommissioned officer as the MASO. The appointing official uses AF Form 2095, **Assignment /Personnel Action**, or other documents of appointment. (For Nuclear Accounts, see AFI 21-204, *Nuclear Weapon Procedures*).

1.3.2. The appointing official signs and forwards to the major command (MAJCOM) any requests for waiver of the standards for appointing a MASO.

1.3.3. The squadron commander, or equivalent, appoints a qualified successor if an accountable

individual remains absent for more than 45 consecutive days. When absence is fully justified, MAJCOMs may extend this period to 90 days. The appointing official must sign the waiver request.

1.3.4. Commanders ensure that accountable individuals are not assigned other duties that interfere with their property management responsibilities.

1.3.5. Although normally aligned under a squadron for administrative purposes, the MASO serves as the base munitions accountable officer and provides munitions logistics support to all activities assigned or attached to the installation.

1.3.6. Before a MASO relinquishes responsibility, the squadron commander, or equivalent, determines if reasons exist to preclude relieving the MASO of his or her duties.

1.3.7. When a newly designated MASO relieves the previous MASO of accountability, he or she must complete and sign a Certificate of Transfer.

**1.4. Coordinating Organization of Munitions Operations.** Individual commands align organizations.

1.4.1. The symbol "FK" designates a munitions account maintained within the Standard Base Supply System (SBSS), or a manual account not maintained by Base Supply. The symbol "FV" designates a munitions account maintained within the Combat Ammunition System-Base (CAS-B). Under the Combat Ammunition System (CAS) concept of operations, use an "FV" account to account for munitions regardless of the size, type, or quantity of munitions maintained.

1.4.2. When no FK or FV account exists at the base, the FB account (base supply) handles munitions. In this case, the munitions management section should be organized as a separate flight directly under and responsible to the chief of supply.

**1.5. Managing Stock Record Account Numbers (SRAN).**

1.5.1. A SRAN identifies all active or contingency munitions accounts.

1.5.2. Except as permitted by other portions of this instruction, you may only have one host munitions account per base. The host base manages this account by

providing munitions support for all tenant activities or functions located on and off the base.

1.5.3. A base may maintain a separate FK or FV account with a different SRAN when HQ AFMC/XRW gives written approval. This may happen if two different commands reside on the same installation (each with its own separate storage facilities) and it is in the best interest of the Air Force for management, control, inventory, and reporting of the munitions stocks.

1.5.4. Air National Guard (ANG) and Air Force Reserve (AFRES) organizations may establish an FK or FV account at any base or location that maintains an active munitions operation.

### 1.6. Establishing a SRAN.

1.6.1. To establish a SRAN, the Air Force activity sends requests through their MAJCOM functional manager to HQ AFMC/XRW. Don't submit requests for SRANs earlier than 30 calendar days before the activation date. Once HQ AFMC/XRW approves a new or changed SRAN, it coordinates with 645 ABW/DMTX-2 to include it in the worldwide transportation system (D035T).

1.6.1.1. All requests include:

- Type account (conventional or nuclear).
- Base name (if not controlled).
- System designator code.
- Parent MAJCOM.
- Mailing address, including the street address and 9-digit Zip Code.
- Freight address.
- Air and sea port of entry, if applicable.

1.6.2. Establish SRANs for known contingency operating locations. If the locations are classified, classify the request at the proper level.

1.6.2.1. Establish controlled activity SRANs or station numbers when it might compromise the security of the activity if publishing the SRAN. Publish controlled addresses with "controlled" as the clear text address.

1.6.2.2. Requests for establishing controlled SRANs contain the same justification as requests for noncontrolled SRANs but they must also include the degree of classification.

1.6.2.3. DOD Manual 4000.25-6, *DOD Activity Address Directory (DODAAD), Parts I and II*, publishes controlled SRANs. The controlled SRAN number is not classified except when associated with clear text address or geographical area code.

1.6.3. MAJCOMs maintain the accuracy of all SRAN information by updating applicable systems and coordinating changes immediately with HQ AFMC/XRW, OO-ALC/LIW, WR-ALC/LKG, and deploying commands.

1.6.4. To change or delete munitions SRANs, submit all requests, by letter or message, through the MAJCOM

functional manager, to HQ AFMC/XRW. Advise OO-ALC/LIW, WR-ALC/LKG, and SA-ALC of all SRAN changes and updates. Include:

- Effective date of change.
- Intended disposition of all on-hand assets.
- Statement of whether and when all due-in requisitions were canceled.

1.6.4.1. If assets were redistributed and the accounting system is SBSS, include the submission date of the last Ammunition Reporting Management System (ARMS) reconciliation (AO3/GV843) report. Otherwise, give the last dated report from the CAS.

1.6.4.2. For munitions accounts maintained in the SBSS, ensure all ARMS records are zeroed out before deleting the account.

### 1.7. MASO Management of Munitions.

1.7.1. The MASO manages all explosives and ammunition items (except local purchase ammunition), including:

- Cartridge actuated devices (CAD) and propellant actuated devices (PAD).
- Chemicals.
- Selected munitions and missile storage containers.
- Aircraft nuclear control units.
- Other "CM" designated items (excluding equipment items).

1.7.2. The MASO also manages all components required to assemble a complete round and maintains accountable records on them until actually expended or physically moved from the unit because of a shipment or accounting transfer.

1.7.3. If possible, use CAS to manage munitions production operations, including accountability and operational support. Use the SBSS if your unit has not converted to CAS.

1.7.4. Table 1.1 describes the selection criteria for items managed in the munitions account.

**1.8. Automating Munitions Accounts.** Maintain all conventional munitions accounts on automated computer records either in the SBSS or the CAS.

**1.9. Deviating from Procedures.** Route requests for deviation from these procedures to your Major Command (MAJCOM) munitions function. The MAJCOM reviews requests and, if the requests are justified, sends them to HQ AFMC/XRW for review. If the requests are valid, HQ AFMC/XRW sends them to HQ USAF/LGMW for review and final approval. Disapproval authority rests at any level in the review process and the requests go no higher.

## Chapter 2

### RESPONSIBILITIES

#### Section A--Staff Agencies

##### 2.1. HQ USAF:

###### 2.1.1. HQ USAF/LGMW:

2.1.1.1. Establishes and provides basic concepts and procedures for:

- Munitions.
- Inventory management.
- Distribution.
- Maintenance.
- Storage.
- Stock status reporting.
- Munitions demilitarization and disposal.

###### 2.1.1.2. Overall Responsibilities:

- Acts as the functional office of primary responsibility (OPR) for Combat Ammunition System (CAS) and munitions operations.

- Serves as the Air Force Munitions Functional Manager (AFMFM) and chairs the Combat Ammunition System (CAS) Functional Requirements Board (FRB).

- Chairs the Air Force Munitions Logistics Steering Group (AFMLSG) and acts for the AFMLSG when it is not in session.

- Chairs the annual Worldwide Munitions and Weapons Managers Conference.

- Guides the Air Force Ammunition Control Point (ACP) and Tactical Missile Control Point (TMCP) during crisis and contingency.

- Gives final approval to operational procedures for the munitions community.

- Acts as the Air Staff point of contact for missile inventory.

- Establishes work priorities for Standard System Center (SSC) CAS programming functions and approves software configuration changes to CAS

- Advises and directs the CAS Program Director and oversees program execution.

2.1.2. Besides responsibilities listed in paragraph 2.1.1, HQ USAF/LGMW and LGXX staff the Air Force Operations Center, Logistics Readiness Center (LRC) function during contingency and crisis operations. The LRC communicates directly with OO-ALC/LIW at Hill AFB, Utah; WR-ALC/LKG at Robins AFB, Georgia; and affected MAJCOMs on munitions redistribution and resupply.

###### 2.1.3. HQ USAF/LGSP:

- Air Staff point of contact for matters relating to non-missile conventional munitions inventory.

- Draws up, allocates, distributes, and supplements munitions forecast, including the munitions buy-budget and funding execution.

- Approves release of ammunition and explosive items to agencies or individuals outside the Air Force.

- Coordinates and releases, by October 1 each year, the Theater Munitions Program (TMP) which provides out-year munitions inventory and requirements for selected munitions based on the Detailed Logistics Allocation Report (DLAR).

- Draws up get-well plan for munitions shortfalls.

###### 2.1.4. Air Force Program Executive Officer (AFPEO/IM):

- Is responsible to the Air Force Acquisition Executive (AFAE) for developing CAS and implementing all elements of CAS-A, CAS-B, CAS-C, and CAS Deployable.

- Works with HQ USAF/LG concerning all activities germane to the CAS program.

- Establishes a CAS program management office to execute planning, programming, and budgeting, resource management, program reviews, configuration management, contracting, testing oversight, logistics, analysis, and manpower.

- Ensures that CAS is developed, acquired, and implemented in accordance with CAS requirements documentation and gets approval from the CAS Functional Requirements Board (FRB) chairperson (HQ USAF/LGMW) before implementation.

- Appoints the CAS Program Director.

##### 2.2. HQ AFMC/XRW:

###### 2.2.1. Overall Responsibilities:

- Establishes the OO-ALC/LIW, WR-ALC/LKG, USAF Nuclear ACP (NACP), and Cruise Missile Control Point as distinct operational entities. Maintains, equips, and staffs these functions with munitions and transportation personnel.

- Makes sure nonnuclear munitions assets worldwide are ready for immediate access and use in munitions logistics command and control (C2) direction and operations.

- Staffs Air Force Materiel Command (AFMC) Air Logistics Centers (ALC) to effectively operate and support the ACP, TMCP, and NACP.

###### 2.2.2. For CAS:

- Develops direct on-line interfaces among CAS, the SMCA, Defense Standard Ammunition Computer System (DSACS), and the Departments of the Army and Navy, to achieve seamless communications within the munitions community.

- Appoints a functional OPR for all CAS related matters within AFMC and identifies the office to SSC/LGW and HQ USAF/LGMW.

- Appoints an individual at each affected ALC to work with the AFMC CAS functional OPR to ensure quick identification of program requirements.

- Performs or assists in integrated systems and operational testing of software.

- In collaboration with all MAJCOMs, trains personnel for combat resupply and inventory control for CAS operations.

- Ensures appropriate ALC activities accommodate data requirements for CAS-C and CAS-B.

- Provides for automatic user registration in the HQ AFMC stock number user directory (SNUD) system for the CAS-A.

#### 2.2.3. For Munitions Accountability:

- Establishes and implements USAF programs that renovate, preserve, and dispose ammunition items, to include budgeting for these programs.

- Controls AFMC Standard Air Munitions Package (STAMP), Standard Tank, Rack, Adapter, and Pylon Package (STRAPP), conventional ammunition, and Afloat Prepositioned Ships (APS) accounts.

**2.3. Air Logistics Centers (General).** In coordination with all MAJCOMs, OO-ALC/LIW, WR-ALC/LKG, USAF NACP, and OC-ALC:

- Develop and publish, as a supplement to this instruction, methods for implementing Air Force munitions operations and management procedures.

- Manage and maintain worldwide visibility of the munitions stockpile. Take action to place all stock numbers identified with CAS indicative data in CAS-A.

- Have worldwide responsibility for munitions assets.

#### 2.3.2. Manages munitions programs by executing:

- Cradle-to-grave programming.
- Technical management.
- Requirements and allocations.
- Item management.
- Risk management.
- Supply support.
- Materiel distribution, resupply, and redistribution.

- Engineering.
- Materiel provisioning.
- Procurement.
- Cataloging and program standardization.
- Product performance.
- Configuration management and life-cycle support.

- Requirements computation.
- Demilitarization and disposal, to include budgeting for these programs.

2.3.3. Develops technical standards for munitions storage, maintenance, handling, surveillance, and disposition.

#### 2.3.4. For Planning:

2.3.4.1.- Plans for time-phased munitions sourcing and movement to support the execution of operations plans (OPlan).

2.3.4.2.- Plans for munitions resupply support. Provides copies of the final plan to affected storage, transportation, and executing commands.

2.3.4.3. OO-ALC/LIW, with affected MAJCOMs, develops required nonnuclear munitions resupply plans.

2.3.4.4. WR-ALC/LKG distributes tactical missiles based on HQ USAF guidance or combat demands from affected MAJCOMs.

#### 2.3.5. For Analysis:

2.3.5.1. Analyzes and reconciles inventory data throughout the year to ensure the integrity of the worldwide Air Force munitions stockpile.

2.3.5.2. Analyzes monthly inventory status of munitions, as reported by bases and commands, to highlight overages and shortages in the worldwide stockpile. This analysis helps managers objectively manage and redistribute assets.

#### 2.3.6. For Safety and Storage:

- Implements Air Force programs to renovate, preserve, and dispose of assigned items.

- Develops and disseminates standards for storage, handling, and surveillance of munitions and associated materiel.

- Inspects ammunition items suspected as unserviceable or defective and orders suspension, disposal, or release actions depending on materiel condition.

#### 2.3.7. For CAS:

- Establishes procedures and functions to maintain critical data, such as the standard USAF Munitions Complete Round Dictionary (CRD), Base Information File (BIF), explosive safety information, Indicative Data Record (IDR), or any other indicative information required in CAS.

- Maintains configuration management for all-up-round munitions (e.g., Advanced Cruise Missile, tactical missiles, etc.), and provides a maintenance tracking system for the weapon life-cycle.

#### 2.3.8. For Reporting:

- Provides management information for the mandatory P series documents that various planning, programming, and budgeting system (PPBS) activities use.

### 2.4. OO-ALC/LIW (USAF ACP/LIW).

#### 2.4.1. Overall Responsibilities:

- Oversees all aspects of nonnuclear munitions logistics, including inventory control (e.g., item



management, acquisition, reporting, etc.), engineering, disposal, and technical data services.

- Acts for the Air Staff (HQ USAF/LGMW) on munitions inventory management issues.

#### 2.4.2. For CAS:

##### 2.4.2.1. Lead ALC for developing CAS at depot level:

- Acts as focal point and data base manager for CAS-A, CAS-C, and Deployable CAS for AFMC.

- Coordinates with WR-ALC/LKG, OC-ALC/MMH, and SA-ALC/SW to ensure integrity of the CAS data base.

##### 2.4.2.2. Validates, creates, and distributes catalog management data within CAS.

##### 2.4.2.3. Develops and presents CAS-A training courses when tasked.

#### 2.4.3. For Stockpile Maintenance:

##### 2.4.3.1. Authorized to direct the worldwide munitions stockpile. Levels munitions inventories among MAJCOMs after coordinating with HQ USAF/XO/LG.

##### 2.4.3.2. Maintains computerized munitions inventory data on all assigned items.

#### 2.4.4. For Planning.

- Develops combat operational procedures and protocols with MAJCOM ACPs.

- Publishes and sends instructions and guidance for requirements forecasts to MAJCOMs and other functional offices of primary responsibility.

- Gives MAJCOMs and separate reporting activities access to the CAS focal point and ammunition requirements master and subsidiary file for use in submitting the Air Munitions Forecast (Peacetime Conventional Ammunition Requirements), RCS: HAF-LGS(A)9452 (see AFI 21-208, *Munitions Forecast, Allocation, and Buy Budget Processes*). MAJCOM functional managers, Air Force bases, and AFMC activities prepare this report annually and send it to OO-ALC/LIW and HQ USAF/LGSP via AUTODIN by February 1. This report carries an emergency status code (ESC) of C-2 -- Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports. Discontinue reporting during MINIMIZE.

#### 2.4.5. For Buy-Budget Process:

- Accurately collects, aggregates, and controls CAS-A and theater allocation buy-budget system (TABBS) database.

- Hosts the all major command (ALMAJCOM) requirements conference, the allocation working group, and the buy-budget conference.

- Optimizes and allocates stockpiles with the Air Staff munitions functional office of primary responsibility (OPR).

- Prepares the P-series documents for the buy-budget process.

- Produces, publishes, and disseminates CAS-A and TABBS output products, including the DLAR and theater munitions program (TMP).

- Periodically reviews nonnuclear munitions requirements and buy-budgets to determine feasibility.

- Prepares get-well plans for items allocated at less than 100 percent.

#### 2.4.6. For Record Keeping:

##### 2.4.6.1. Maintains records of all nonnuclear munitions for OO-ALC items in the Air Force reporting system, including Department of Defense Identification Codes (DODIC), tonnage, pricing, and transportation data. Provides a master Reportable Items File (RIF) to users semiannually and as requested.

##### 2.4.6.2. Develops, validates, distributes, and maintains a CRD as well as explosive safety data, munitions cataloging data, and other system information, within the Air Force Combat Ammunition System (AFCAS), as required by HQ USAF/LGMW and XOOO.

- Enters complete round munitions data in the CRD, when HQ USAF/XOOO notifies OO-ALC/LIW that it intends to use the data to develop Air Force requirements and munitions, or certify flight tests.

- Uses the complete round code (CRC) listed in the CRD in all instances when communicating data to other sources.

- Updates files as new information becomes available.

- Conducts quarterly reviews to ensure data is up-to-date.

##### 2.4.6.3. Updates CAS with information on Air Force munitions worldwide, complete round dictionary (CRD) data, and master IDR. Responds within 3 workdays when MAJCOMs or bases request data on munitions items.

##### 2.4.6.4. Maintains the Air Force base information files (BIF).

##### 2.4.6.5. Allocates and maintains locally assigned ammunition reporting code (LARC) numbers.

#### 2.4.7. For SRANs:

- Automatically transfers asset data to a new SRAN when authorized.

- At bases scheduled for closure, retains munitions SRANs on OO-ALC records until all asset balances have been reduced to zero.

#### 2.4.8. For Safety and Storage:

- Develops standards for storing, handling, and observing OO-ALC managed items.

- Inspects suspected defective items and publishes time compliance technical orders (TCTO) to resolve potential problems.

#### 2.4.9. For Meetings and Conferences:

- Represents the Air Force in periodic meetings with the Single Manager for Conventional Ammunition (SMCA).

-- Functions as the executive agent.

- Refers all policy issues to HQ AFMC/XRW and keeps them informed of pertinent SMCA requirements.

- Maintains and hosts the USAF AMMO-1 Worldwide Military Command and Control System (WWMCCS) Teleconference Network:

- Helps MAJCOMs register and use the network.

- At least quarterly, exercises the teleconference network.

#### 2.4.10. For Contingencies:

- When directed by HQ AFMC LRC, activates the OO-ALC/LIW Crisis Action Team (CAT) to pull together any level of crisis staffing. The CAT must have enough Automated Data Processing (ADP), munitions, and transportation personnel to respond rapidly with munitions logistics support during crisis, emergency, or wartime operations.

- Assumes responsibility for in-theater support as directed by HQ USAF/LGMW, if a theater ACP and designated alternate lose communications or direction capability.

#### 2.4.11. For Disposal:

- Develops a long-term master demilitarization and disposal plan for the USAF.

- Acts as the USAF focal point to coordinate the use of other Service's facilities.

- Budgets for the USAF demilitarization and disposal program.

- Replies within 45 days to all customer's requests for munitions disposition.

- Assists customers in locating disposal facilities.

- Develops a regionalized master munitions collection plan for CONUS bases.

## 2.5. WR-ALC/LKG.

### 2.5.1. Overall Responsibilities:

- Oversees air intercept missile (AIM) and air-to-ground tactical missile (AGM) matters, except for AGM-65, AGM-84, and AGM-130.

- Acts for HQ USAF/LGMW on most tactical missile management and operational requirements.

- WR-ALC/LKG directs the worldwide missile stockpile. WR-ALC/LKG may even out munitions inventories between MAJCOMs after coordinating with HQ USAF/XOOC.

- Works with the OO-ALC/LIW and HQ SSC/LGW to develop software specifications, program interactions, and hardware requirements for TMCP operations.

- Develops combat operational procedures and protocols with HQ USAF/LGXX LRC, OO-ALC/LIW, and MAJCOMs (for computer integration).

- Manages Foreign Military Sales (FMS) missile cases.

- Jointly with the OO-ALC/LIW, ensures AGM assets managed by WR-ALC/LKG are incorporated into the TABBS database.

- Establishes and maintains direct communications with the OO-ALC/LIW, MAJCOMs, and HQ USAF/LGXX LRC.

### 2.5.2. The Tactical Missile Program Management Office:

- Develops engineering concepts.

- Ensures missiles are reliable, maintainable, and available.

- Provides technical orders and data, supply support, test equipment, training, and training devices.

- Manages all aspects of assigned AIM and AGM.

- Manages AIM and AGM logistics and munitions logistics C2 inventory and location data on all combat stocks.

- Provides effective missile system support.

- Resolves discrepancies in asset data.

### 2.5.3. For Missile Maintenance:

- Maintains all missile items (except AGM-65, AGM-84, and AGM-130) in the Air Force reporting system including DOD identification codes (DODIC), tonnage, pricing, and transportation data.

- Gives users a master RIF semiannually and as requested.

### 2.5.4. For the CRD:

- Provides missile complete round data to the OO-ALC/LIW.

- Includes new missile configurations, including standard and nonnuclear consumables annual analysis (NCAA) weapon codes, in the CRD as soon as the identity of a proposed weapon becomes known.

- Validates accuracy and technical content of the CRD and component related data elements maintained by OO-ALC/LIW.

### 2.5.5. For the Tactical Air Missile Program (TAMP):

- Distributes the HQ USAF-approved Tactical Air Missile Program (TAMP) via CAS.

- Publishes the annual tactical missile redistribution plan based on the HQ USAF-approved TAMP.

### 2.5.6. For Contingencies:

- Controls critical air-to-air missile stocks during peacetime and provides direct munitions logistics command and control (C2) resources to HQ USAF in wartime and during contingencies.

- Develops and maintains written procedures for contingencies.

- Resupplies combat units, as directed.

### 2.5.7. For Safety and Storage:

- Provides MAJCOMs with standards for storing, handling, observing, and inspecting AIM and AGM tactical missiles and components as developed by the program management office.

- Inspects suspected defective missiles and components and publishes TCTOs to resolve potential problems.
- Coordinates with item managers on criteria for explosive components, to include budgeting for these programs.
- Establishes and maintains a depot repair and disposal program for AIM and AGM assigned missiles and related components.

## 2.6. USAF NACP.

2.6.1. Serves as the USAF point-of-contact and executive agent for logistics support of all nuclear ordnance commodity managed (NOCM) items. Coordinates with external nuclear weapons related agencies (DNA, DOE, and so forth). Oversees:

- Materiel provisioning.
- Computation of requirements.
- Procurement of materiel.
- Preparation and maintenance of allowance documents.
- Cataloging and program standardization.
- Materiel distribution, resupply, and redistribution.
- Product performance.
- Production management.
- Technical services support.
- Operational support for Air Force excess determination and disposition.
- Configuration management and life-cycle support.

2.6.2. Air Force focal point for reviewing, validating, and coordinating nuclear weapons logistics movements.

2.6.3. Properly accounts for all nuclear ordnance in Air Force custody to Field Command Nuclear Agency (FCDNA).

2.6.4. Establishes manual and automated nuclear ordnance inventory management (supply) procedures.

2.6.5. Helps develop functional requirements for the nuclear weapons program.

2.6.6. Advises and assists field activities on technical logistics.

2.6.7. Collaborates with OO-ALC/LIW and SSC/LGW to develop software requirements, program interface specifications, and hardware to support operation of CAS.

## 2.7. HQ AETC.

2.7.1. Establishes specialty training standards, career development courses (CDCs), and other training material based on user commands needs. Coordinates drafts and final training products with HQ USAF/LGMW and MAJCOMs. Funds temporary duty costs for one representative from each command to attend the utilization and training workshop.

2.7.2. Provides formal training for automated and manual accounting to provide initial skills training and advanced courses for enlisted personnel.

2.7.3. Catalogs CAS-related training courses developed by SSC/LGW.

2.7.4. For AETC CAS systems, provide operations, maintenance, data base management, and user training for Air Force personnel.

## 2.8. Standard Systems Center (SSC).

2.8.1. For the CAS Function:

- Acts as an extension of the Air Staff (HQ USAF/LGMW) for developing and maintaining CAS. SSC/LGW is the CAS Program Management Office.
- Controls the overall CAS program (CAS-A, CAS-B, CAS-C, and CAS-D).
- Procures all components and features of CAS.
- Plans, programs, and develops budgets for CAS including standard AF hardware, design support, software maintenance, allied support, and any necessary **fee for service** requirements.

2.8.2. For CAS Planning and Documentation:

2.8.2.1. Prepares and submits CAS Acquisition Program Baseline (APB) document, summarizing CAS- A, B, C, and D program requirements:

- States in these requirements the key parameters, concepts, numbers and dates which constitute agreement among the implementing, operating, supporting, and other participating commands.

- Coordinates the APB and any changes to it with ALMAJCOM and HQ USAF/LGM before getting approval from AFPEO/IM and the SAE.

2.8.2.2. Obtains approval from the Designated Approval Authority (DAA) at the appropriate levels to operate CAS.

2.8.2.3. Prepares, coordinates, approves, and distributes the CAS Program Management Plan (PMP) and any needed attachments.

2.8.2.4. Establishes procedures to develop, maintain, and control life cycle documentation.

2.8.3. For CAS Hardware:

- Provides contracting support for purchasing hardware and enhancements to the CAS system.
- Integrates and orders hardware.
- Establishes and maintains delivery schedules.
- Installs hardware where there is no installation contractor.
- Performs hardware acceptance tests.

2.8.4. For CAS Installation or Changes:

- Schedules and manages all CAS facility preparation, hardware installation, and software implementation and conversion efforts.
- Helps CAS locations when they need to relocate, resize, rehome, or deactivate.

- Supports the functional requirements board (FRB) actions. Participates in and advises the AFMLSG and FRB.

- Formalizes CAS system sizing data and allows for identified growth in coordination with the FRB and appropriate technical working groups.

- Provides technical support and personnel to implement CAS at all levels, including field implementation, experts and team members, and computer programmers for all command software implementation and conversion teams as needed.

#### 2.8.5. For Testing and Evaluation (T&E):

- Manages, conducts, and reports QT&E as outlined in the Test and Evaluation Master Plan (TEMP).

- Establishes and chairs a test planning working group (TPWG) and directs its activities.

- Ensures that all wartime software systems have sufficient mobility and logistics support to be deployed in the field.

- Tests systems integration and field operations.

#### 2.8.6. For CAS Integration:

- Makes sure that all CAS component systems are integrated, interactive, and interoperable to help achieve a complete command and control entity for munitions.

- Integrates overall CAS into one complete munitions system, to include contractor developed software as specified by the program manager.

- Initiates data system memorandums of agreement (MOA) or Software Interface Control Documents (SICD), and Interface Requirements Specifications (IRS) within CAS and with other external data systems covering data exchange standards, communication standards, configuration control, and any other areas that will ensure synchronization between programs.

- Supports the development of interfaces (air gap and electronics) between CAS and other systems which must exchange data efficiently.

- Facilitates and maintains external interfaces as dictated by functionally approved requirements.

- Implements LOGMARS technology through CAS applications.

#### 2.8.7. For Systems Security:

- Prepares a security plan and a detailed schedule of all actions required to obtain accreditation.

- Consults with Air Force Intelligence Command (AFIC) to determine the communications and computer systems (C-CS) security requirements; communication security (COMSEC) equipment requirements, security safeguards, and initial entries in the applicable tables of allowance.

#### 2.8.8. For CAS Configuration Control:

- Establishes automated configuration management procedures which implements systematic

identification, change control, and status accounting of the system.

- Chairs the CAS Configuration Control Board (CCB).

#### 2.8.9. For Fund Management:

- Manages central funds by establishing procedures to determine and track program costs and resolve funding issues.

- Reports status of planned activities in terms of cost, schedule and technical performance.

- Provides cost analyses, budget estimates, targets and comparison reports for equipment or software changes, established schedules, mission deviations, base closures rehousing or downscoping of base operations, or directed baseline changes.

#### 2.8.10. For Site Preparations and Installations:

- Performs pre-installation site surveys for communications cryptological devices, TEMPEST, and environmental requirements.

- Plans and programs for the engineering and installation of required communications equipment, transmission media, and interface systems to connect long-haul communications networks up to commercially-provided or contractor-furnished telecommunication lines.

- Performs site surveys and identifies facilities, modifications, and support requirements to ensure that the site is properly prepared for systems deployment.

- Identifies communications requirements to support CAS.

- Ensures Defense Data Network (DDN) connectivity where possible.

- Advises, coordinates or programs operating command and unit-level communications engineering, acquisition, and installation support.

- Advises operating commands of requirements.

- Centrally controls and effects CAS registrations for the DDN and coordinates with the DDN PMO to develop a mutually satisfactory implementation schedule.

- Identifies funding for the DDN network costs to appropriate agencies, based on connectivity between the host and the satellite.

#### 2.8.11. For Training:

- In cooperation with AETC, programs, approves, and procures training support (training devices, equipment, materials and contractor-delivered courses, and so on) for the program.

- Coordinates with AETC and MAJCOMs to ensure the appropriate provisions of AFI 36-2201, *Policy and Guidance for Instructional Systems Development (ISD)*, and AFI 36-2202, *Special Training*, are applied to this program.

## 2.9. MAJCOM, Air Force Reserves (AFRES), and Air National Guard Readiness Center (ANGRC).

## 2.9.1. Overall Responsibilities:

- Develops command supplements or directives to implement this instruction.
- Proposes items for inclusion in the munitions critical item program.
- Registers with, trains on, and uses the AMMO-1 teleconference.
- Provides representatives to work groups established by the Air Force Munitions Logistics Steering Group (AFMLSG).

## 2.9.2. To Ensure Proper and Safe Procedures:

- When requested, performs staff field visits to ensure units are adequately organized and staffed.
- Develops a command inspection checklist for ammunition accounts used during staff visits.
- Overseas commands develop and submits budget requirements for second destination transportation (SDT) funds to support movement of munitions..
- Ensures personnel use proper physical inventory control, secure storage, and authorized use of ammunition and facilities.
- Ensures personnel comply with command property responsibilities in this instruction.
- Ensures munitions are safely renovated, preserved, and disposed of by command units.
- Ensures no one releases ammunition and explosive items to agencies or individuals outside the Air Force without prior approval from HQ USAF.

## 2.9.3. For Munitions Accounts:

- Requests new munitions accounts, deletions, and changes.
- Sends requests to OO-ALC/LIW to add complete rounds and codes to the Air Force standard munitions configuration table in the complete round dictionary (CRD).

## 2.9.4. For Munitions Planning and Forecasting:

- Develops and submits (with justification) a consolidated Air Munitions Forecast (Peacetime Conventional Ammunition Requirements), RCS: HAF-LGS(A)9452, to OO-ALC/LIW for approval.
- Receives an availability and allocation forecast from OO-ALC based on MAJCOM requirements.
- Receives current and anticipated availability of munitions assets according to the peacetime Defense Plan (DP).
- Reviews availability and allocation forecast and develops call-forward schedule according to mission planning, storage capacity, and available funding.
- Adds to the MAJCOM allocation list all component items needed for the authorized end-item.
- Ensures quantities for items listed in the MAJCOM allocation do not exceed total allocations.
- Includes command overflow or PACER FLEX assets (if applicable) on any call-forward plans developed for the command.

## 2.9.5. For Contingency Planning:

- Develops plans for conventional munitions contingency support.
- Helps ACC, AFRES, ANG, and other gaining forces to compute requirements, store and preposition or prestock materiel, and prepare for activation and deployment, as appropriate.
- Prepares alternate plans for asset withdrawal or denial so a minimum of critical munitions is lost upon deployment of US forces engaged in combat.
- Makes sure personnel can operate all accounts manually if extended power outages or computer problems make computer processing impossible or unreliable.

## 2.9.6. For Maintaining Proper Inventory:

- Ensures all subordinate bases establish and maintain stock levels that are consistent with demands and with the most current Air Munitions Forecast (Peacetime Conventional Ammunition Requirements), RCS: HAF-LGS(A)9452 allocation document.
- Ensures bases are not requisitioning more than their allocations.
- Redistributes excesses within the commands total allocations.
- Ensures that the numbers add up; base and unit balances must reconcile with command balances and command balances must reconcile with OO-ALC/LIW and TMCP balances to maintain inventory accuracy.
- Helps OO-ALC/LIW, TMCP, and NACP to identify and resolve discrepancies in munitions balances.
- May establish or waive inventory periods.

## 2.9.7. For War Reserve Materiel (WRM) Munitions:

- Acts as the command WRM Commodity Manager for WRM munitions.
- Publishes the munitions War Consumables Distribution Objective (WCDO) after receiving munitions allocations from the MAJCOM operations or plans directorate.
- Approves or disapproves unit-level requests for changes in WRM training allocations within levels approved by Air Staff.
- Monitors the management of WRM munitions maintenance and equipment handling for the command through LGS.
- Develops and manages the command program element code (PEC) 28030 WRM Ammunition budget.
- Ensures each base or activity authorized to get WRM receives the proper authorization documents.
- Ensures all bases and activities authorized WRM ammunition, including tactical missiles, establish WRM authorizations and levels using the master national stock number (NSN) listed in the master subsidiary file.

## 2.9.8. For Budgeting:

- Develops normal or out-of-cycle telecommunications budgeting, planning, programming, and implementation actions.

- Budgets for supplies and annual audits of CAS training courses.
- Funds the relocation, resizing, rehousing, and deactivation of CAS activities and equipment once a site has been converted and activated.
- Reviews and comments on specifications, plans, directives, and other documents developed by the AFPEO/IM.

#### 2.9.9. For CAS Training:

- Helps OO-ALC/LIW and AETC develop, present, and update training courses and materials for CAS.
- Audits formal training courses once a year to ensure they are up-to-date and high quality.
- Sends recommendations for course changes to SSC/LGW with an information copy to HQ USAF/LGMW.

#### 2.9.10. For CAS Installation:

- After completion of CAS acceptance testing, eliminates software programs that are unique to the command if they parallel or duplicate CAS programs.
  - Provides personnel and material for site preparations, training, implementation, and ongoing CAS operations for the system life cycle.
  - Provides quarterly program progress reports and updates to the CAS Program Director (PD) for each site that is to have a CAS installation.
  - Assists the CAS PD in developing base CAS configurations and implementation schedules in coordination with HQ USAF/LGMW.
  - Certifies configuration requirements to CAS program management office for command units.
  - Supports implementation of CAS with command implementation teams, if there are more than three CAS-B sites.
  - Supports the CAS PD with implementation teams when requested.
  - Provides the CAS PD with personnel as needed to help develop and evaluate requirements and to test and validate software.
- #### 2.9.11. For Testing and Evaluation (T&E):
- Helps the CAS PD to test the CAS functional network.
  - Tests CAS and TEMPEST configurations and installations. Certifies them for approval to operate before processing unclassified or classified information.
  - Helps the CAS PMO to get approval from Delegated Approval Authority (DAA) to operate CAS.

## Section B--Bases and Stations

### 2.10. Overall Responsibilities.

2.10.1. Bases and stations must operate munitions inventory management accounts according to procedures in this instruction and CAS or Standard Base Supply System (SBSS) publications, as appropriate.

2.10.2. All managers and users of the munitions commodity must control, protect, and account for these resources.

### 2.11. The Logistics Group Commander (LG/CC) or Equivalent.

2.11.1. Sets up procedures to reconcile AFI 36-2217, *Munitions Requirements for Aircrew Training*, training munitions and impulse cartridges issued for flight line requirements. As a minimum, reconciliation procedures should cover:

- Designating responsibilities of the munitions flight, weapons flight, account custodians, and maintenance operations.
- Accounting for and controlling munitions loaded in or on aircraft.
- Agreeing on document flow and scheduling.
- Maintaining loading support documents.
- Reconciling munitions at the end of the flying day.
- Tracking and verifying munitions expenditures.
- Specifying the actual time of reconciliation and points of contact.
- Reconciling deliveries to and from the flight line.
- Accounting for safing devices.
- Controlling expended brass and munitions residue.
- How to manage expended munitions.
- Providing adequate control and security.
- Performing daily and weekly inventories.
- Operating under peacetime, wartime, and contingency conditions.

2.11.2. Sets up procedures to properly manage the Time Change Requirements Forecast, RCS: HAF-LGM(SA)9488, per TO 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*, to ensure timely and accurate processing of replacement requests, and defining functional responsibilities between maintenance activities and the MASO. Until new AFTO Form 223, **Time Change Requirements Forecast**, is published, you must line out the preprinted RCS on the form. Each non-CAS unit submits this report to OO-ALC/LIW item managers semiannually in April and October. This report is designated emergency status code C-3 -- Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by nonelectronic means, if possible. Discontinue reporting during MINIMIZE.

2.11.3. Approves emergency issue requests during closed warehouse inventories and for munitions time change requirements that were not properly forecasted. **NOTE:** Does not include inadvertent firings or items discovered

during normal inspection checks which would require replacement outside the normal scheduled life cycle.

2.11.4. Reviews and approves inventory adjustment documents.

## **2.12. The Munitions Activity Commander or Equivalent.**

2.12.1. Advises the munitions flight chief and the MASO of their role in meeting squadron objectives and delegate the needed authority.

2.12.2. Makes sure munitions personnel practice sound maintenance, supply discipline, and financial management.

2.12.3. Reviews emergency war orders (EWO) and mobility, contingency, and exercise plans that effect the unit.

2.12.4. Ensures there are enough training authorizations and trained personnel or augmentees to support the unit's mission. If necessary, work with manpower and management engineering team representatives to fulfill the unit's needs.

2.12.5. Approves the appointment of the CAS-B System Site Administrator (SSA) and System Security Officer (SSO).

## **2.13. The Organization or Unit Commander.**

2.13.1. The organization or unit commander oversees ammunition items received by his or her organization.

2.13.2. You may act as the commander to sign AF Form 68, **Munitions Authorization Record**, if you have operational or supervisory responsibility for the base or wing command post, for the small arms range, and for disaster preparedness, life support, or combat control teams (usually not if you are the headquarters squadron section commander).

- You may delegate this authority (in writing) to explosive ordnance disposal (EOD) flight chiefs, when applicable.

- If you are the unit commander, you may appoint a designated representative to act on your behalf to sign certificates of authorization, to appoint primary or alternate munitions custodians, and to designate the level of security classification to which the appointed individuals are authorized to receipt.

- If you wish to appoint a designated representative, send a formal letter of appointment to the MASO identifying the designated representative.

- The designated individual should be the person who assumes responsibility in your absence (usually a maintenance supervisor or equivalent) and who performs either or both functions noted in AF Form 68, Sections 2 and 3.

- The designated individual does not have to list his or her name on the form but nevertheless has command responsibility.

2.13.3. For Planning and General Oversight:

- Commanders at all echelons must manage property in use or in storage at activities they command.

- Being responsible for property management means you have pecuniary liability for any loss, damage, or destruction of property resulting from negligence, willful misconduct, or deliberate unauthorized use.

- AFR 68-1, *Reports of Survey for Air Force Property*, does not exempt commanders from pecuniary liability.

- Make sure all authorized representatives are familiar with:

- This instruction.

- AFM 67-1, Volume 2, Part 2, *USAF Standard Base Supply System*, (if applicable).

- AFR 24-2, *Preparation and Movement of US Air Force Property* (formerly AFRs 75-1, 71-1, 71-2, and 71-9).

- AFI 31-209, *Air Force Resource Protection Program* (formerly AFRs 125-6, 125-17, 125-37, and 355-11).

- AFMAN 91-201, *Explosive Safety Standards* (formerly AFR 127-100).

- DOD 5200.1-R/AFI 31-401, *Information Security Program Management* (formerly AFRs 205-1 and 205-43).

- Provide accurate forecasting, adequate storage, proper security and control, and custodial responsibility for all ammunition items (including local purchase ammunition) that your organization receives.

- Submits Air Munitions Forecast (Peacetime Conventional Ammunition Requirements), RCS: HAF-LGS(A)9452, according to this instruction and any supplemental instructions. The operational commander must ensure all munitions forecasts (annual or supplemental) are accurate and timely.

- Make sure your organization does not exceed its annual allocations. You are allowed only the quantities stated in authorizing directives. In submitting the forecast, you indicate you agree with the forecasted requirements and you authorize the items and quantities as the minimum required to meet mission objectives.

2.13.4. For Licensing:

- Get an explosive safety license for types and quantities of munitions required and stored outside the munitions storage area.

- Make sure munitions custodians and users are monitoring on-hand munitions to ensure the stockpile doesn't exceed explosive safety licensed quantities.

2.13.5. For Munitions Accountability:

- Appoint a primary and at least one alternate munitions custodian by filling out AF Form 68, and sending the original and five copies to the MASO.

- Validate the form twice a year, or once a year on orders from a MAJCOM.

- Do not give individuals the authority both to certify munitions certificates of authorization and expenditure, and receipt for munitions.

- Ask individuals authorized to certify munitions expenditures to ensure the stated quantity of authorized expenditures actually occurred.

- Get these individuals to confirm that AF Form 2005, **Issue/Turn-In Request**, or **Request for Issue or Turn-In**, agrees with support documents such as AF Form 2434, **Munitions Configuration and Expenditure Document**, or AF Form 710, **Ground Weapons Training Record**, before the commander certifies the AF Form 2005 or DD Form 1150.

- Maintain an accurate, up-to-date auditable record of all receipts, expenditures, and turn-ins of ammunition items.

- Ensure departing personnel transfer munitions accountability to a new custodian or turn in all ammunition and explosives to the MASO at least 45 days before release from duty.

#### 2.13.6. For Safety and Storage:

- Maintain the safety, safeguarding, inventory integrity, lot number integrity, and accountability of all issued munitions until expended or turned in.

- Make sure a secure storage area is available before requesting munitions issued from the MASO.

- Obtain or provide transportation to pick up and deliver required munitions to and from the munitions storage area (MSA).

- If you are notified of suspended or restricted munitions, act immediately to screen on-hand assets:

- Immediately remove the assets from use and turn them in to the MASO.

- Check assets installed in aircraft, life support equipment, mobility packages, and in built-up configurations.

- Don't release ammunition items issued to your organization or to agencies or individuals outside the USAF without prior approval of HQ USAF/LGSP.

- For theft, suspected theft, loss, or destruction of a munitions item (through other than fair wear and tear, authorized expenditure, installation or disposal), report the loss immediately to the MASO and the applicable authority. Report losses whether assets are in transit, in storage, or issued to an organization or individual for custody or consumption.

- Initiate a formal courtesy storage agreement with the munitions storage activity when such storage is required or considered in the best interest of the Air Force. The Munitions Flight Chief or equivalent determines whether of courtesy storage space is available.

#### 2.13.7. For Munitions Residue:

- Appoint personnel authorized to certify munitions residue as per technical order (TO) 11A-1-60, *General Instruction Inspection of Reusable Munitions Containers and Scrap Material Generated from Items*

*Exposed to, or Containing Explosives*, and ensure they are properly trained. If personnel cannot be properly certified or trained, turn munitions residue into the munitions flight for certification or disposition.

- Ensure activities properly document the disposition of munitions residue and keep records of all inspections and turn-ins according to AFI 37-133, Volume 2, *Disposition of Air Force Records - Records Disposition Schedule*.

#### 2.13.8. For Inventories:

- When requested by the host base, ensure commanders of off-base munitions custody accounts designate at least two disinterested individuals (one must be a master sergeant or above) to inventory the munitions custody account. Two to four times a year, the supporting base MASO provides these individuals with the most current custody records, associated forms, and letters of instruction, so they can complete an accurate and timely inventory.

- Make sure the inventory is fully documented and approved by the off-base commander, then return it to the MASO with custody records and associated forms.

### 2.14. The MASO.

#### 2.14.1. Overall Responsibilities:

- Oversees the effective and efficient management of the munitions stockpile.

- Follows principles of supply discipline.

- Advises other activities on all matters pertaining to accountability, inventory management, and reporting of munitions assets under MASO control.

- Analyzes management data to determine the effectiveness of munitions support, personnel utilization, and requirements.

- Recommends policy and procedural changes to higher headquarters through command channels.

- Requests and maintains copies of letters appointing munitions inspectors.

#### 2.14.2. For Briefing and Training:

##### 2.14.2.1. At least semiannually, and when there are new accountable officers, reviews all phases of the FK and FV account operations, including past reports of inspections and audits. Document the results of the review by letter and the munitions flight chief, or equivalent, a copy of the review.

##### 2.14.2.2. Gives the commander a briefing on documented custody account responsibility. All individuals receive this briefing before their munitions accounts are established or when the commander or primary custodian for any existing account changes.

##### 2.14.2.3. Develops and publishes a *Munitions Customer Guide* to aid commanders, custodians, and munitions users in munitions accountability procedures. The publication should include procedures for:



- Custodial maintenance and storage, issue, and turn-in.

- Inventory, account management, and expenditure validation.

- Support documentation.
- Requirements forecasting and disposition.
- Expended brass, munitions residue, and the munitions recyclable sales program and forms.

- Documentation.
- Loss reporting processes.
- Mobility.
- Courtesy storage requirements.
- Management products.
- Security and handling.
- Transportation.
- Suspended and restricted stocks.
- After-hours support.
- Other topics and unique local requirements.
- User responsibilities.
- Commander and custodian briefings and training.

- Lot number integrity program.

2.14.2.4. Provides detailed training to primary custodians in proper account management. As a minimum, training covers all subjects in the *Munitions Customer's Guide*. Give the training within 30 calendar days of appointment and document it. Custodians must complete their training before assuming custodian duties. Emphasize:

- Munitions custodians and users must reconcile munitions expenditure reports and account inventories with training or aircraft load records before certifying accountable expenditure documents.

- Individuals authorized to certify munitions expenditures must, before signing AF Forms 2005 or DD Forms 1150, ensure the forms agree with support documents and the stated quantity of munitions was actually used.

- The using organization that generates expended brass or munitions residue must turn-in the residue to the applicable agency and maintain the necessary documents.

2.14.3. For Munitions Accountability:

- Develops and implements a self-assessment program, using the command self-assessment guide for ammunition accounts as a basic guideline.

- Delegates authority for operating the munitions account.

- Establishes a clear understanding of the responsibility and authority that goes with each level of supervision.

- Sets up procedures for delinquent document control, inventory, and ammunition disposition reports (ADR). (**NOTE:** ADRs are exempt from licensing in accordance with paragraph 2.11.10 of AFI 37-124, *The Information Collections and Reports Management*

*Program; Controlling Internal, Public, and Interagency Information Collections).*

- Ensures no one releases ammunition to agencies or individuals outside the Air Force without prior approval of MAJCOM or OO-ALC/LIW or as authorized in inter-service support agreements.

2.14.4. For Planning and Maintaining Stockpiles:

- Submits Air Munitions Forecast (Peacetime Conventional Ammunition Requirements), RCS: HAF-LGS(A)9452, according to AFI 21-208, *Munitions Allowances for Training Allocation Process*, and any MAJCOM supplemental instructions.

- Establishes and maintains stock levels corresponding to allocation provided by the MAJCOM based on the DLAR.

2.14.5. For Classified Property:

- Accounts for all copies of source documents, (issues, turn-ins, shipments, receipts), pertaining to classified property.

- Stamps, marks, or hand-scribes munitions items with the applicable controlled item code.

- Stamps or hand-scribes in red ink, the words "CLASSIFIED ITEM" on all copies of classified item source documents.

2.14.6. For Suspended or Restricted Munitions:

- Monitors the status of munitions suspended or restricted by TO 11A-1-1, *Conventional Ammunition Restricted or Suspended*.

- When notified of suspended or restricted lot numbers, immediately tells and writes to all known users of affected NSNs.

- Pays particular attention to installed munitions (time change, aircraft related, egress, or life support) listed in Core Automated Maintenance System (CAMS).

2.14.7. For the CAS System:

- Coordinates with the CAS-B site administrator (SA) to submit the required difficulty reports (DIREP) when software or procedural errors are suspected or detected.

- Periodically, checks with the SA on the status of the DIREPs.

- Establishes an AFI 25-201, *Host-Tenant Support Responsibilities of US Air Force Organizations*, agreement between host and satellite activities for automated system support.

- Trains assigned personnel for:

- Automated and manual inventory management procedures.

- Terminal security.

- Input function operations.

- Current procedures for assigned duties.

- Provides continuing training in all of the disciplines of munitions operations including nuclear and

conventional manual accounting and Deployable CAS reporting procedures.

- Coordinates with the local communications center to ensure timely receipt of TO 11A-1-1 safety supplements transmitted outside the normal TO update process.

#### 2.14.8. For Contingency Planning:

- Knows the unit's contingency and operation plan (OPlan) taskings, including base support planning.
- Identifies to the base WRM and transportation officer all munitions listed in the OPlan for shipment and receipt.

- Helps the chief of logistics plans to develop WRM receipt and outload planning actions.

- Keeps the commander informed of the status and availability of critically short items that might impair the mission.

- Acts as the base munitions WRM officer, unless the munitions maintenance officer or superintendent is appointed as an alternate.

- Manages WRM munitions at base level utilizing Deployable CAS.

- Ensures that no one expends WRM munitions in peacetime without approval.

#### 2.14.9. For Munitions Accountability:

- Reconciles the Ammunition Disposition Report (ADR) with the AFTO Form 15, **Airmunitions Serviceability and Location Record**, or CAS lot history record, at least once a month.

- Reviews monthly appropriate SBSS records to ensure no munitions assets show up on Base Supply records.

- Ensures munitions are used before their age-date (shelf or service life) to the maximum extent possible.

#### 2.14.10. For SBSS and manual accounts.

- Maintains a close working relationship with the Chief of Supply and requests assistance and guidance when necessary.

- Provides guidance to base supply personnel on special munitions procedures and requirements.

- Contacts the computer operations section to resolve conflicts and correct problems in software or procedures.

- Carefully monitors the type K accountable files and ensures that the responsible activities update these files when necessary.

### 2.15. The Chief of Supply (for SBSS operations).

- Maintains a close working relationship with the MASO.

- Provides computer support to the munitions operations account.

- Provides technical guidance to munitions operations personnel regarding input and output

transactions and related computer products.

- Informs the MASO if any upcoming procedural changes will affect the munitions operations account.

- Provides personnel at the MASO's request to research items and maintain files as outlined in AFM 67-1, Volume 2, Part 2, Chapter 27.

- At the MASO's request, trains munitions operations personnel to operate terminals.

- Manages the operation of the munitions operations account according to supply directives when the munitions function is assigned to base supply.

### 2.16. Base Munitions Organizations.

2.16.1. Overall Responsibilities: The munitions officer, supervisor, or superintendent of the munitions storage area (MSA), weapons storage area (WSA), and other such areas are responsible to the squadron commander for:

- Munitions planning.

- Training.

- Technical supervision.

- Production and management of munitions materiel resources.

- Environmental compliance.

#### 2.16.2. For Selecting Personnel:

- Select personnel to operate the CAS-B computer and remote terminals.

- Select trained personnel as the CAS Security Manager and as the CAS Site Administrator.

- Monitor the work force to make sure trained and qualified people perform scheduled work, using current technical data.

#### 2.16.3. For Training:

- Set up an on-the-job training program to support the CAS-B system throughout its system life cycle.

- Document recurring training in an appropriate data automation system or on AF Form 1098, **Special Task Certification and Recurring Training**, or expanded AF Form 797, **Job Qualification Standard Continuation/Command JQS**.

#### 2.16.4. For Safety and Storage:

- Control communications security (COMSEC) materials and encryption devices.

- Notify munitions operations what suspended or restricted munitions are on hand, in stock, built-up, or issued to organizational custody accounts.

- Restrict and suspend use of cartridge actuated devices (CAD), propellant actuated devices (PAD), and life support items for all suspected users.

- Notify aircraft and/or life support organizations of restricted or suspended items so they can check their records, as there may be no historical records available in the munitions storage area.

- Maintains proper physical inventory control, secure storage (for items under his or her jurisdiction), and authorized use of ammunition.

#### 2.16.5. For Munitions Accountability:

- Helps munitions operations (FK and FV accounts), when required.
- Communicates with flight line organizations to account for munitions issued to and returned from the flight line during peacetime and contingency operations.

#### 2.16.6. For Planning and Forecasting:

- Develops local plans with logistics planning activity to ensure all wartime and emergency taskings can be accomplished.

#### 2.16.7. For Munitions Residue:

- Sets up procedures to make sure that munitions scrap and residue is certified and periodically turned in to the servicing Defense Reutilization and Marketing Office (DRMO).
- Trains munitions residue inspectors to meet job-oriented inspection requirements for the disposition of munitions scrap residue and fired brass.

### Section C--Air Force Munitions Logistics Steering Group (AFMLSG)

**2.17. Functions of the AFMLSG.** The AFMLSG serves as the corporate body for the Air Force munitions community. The steering group is comprised of senior officers (normally Colonel or Lt Col) from MAJCOMs whose organization employ conventional or nuclear munitions. The functions of the AFMLSG are:

- Reviews and recommends policies for munitions manning, training, equipping, command and control, and concept of operations.
- Identifies problems affecting the munitions community and recommends solutions. Makes advisory recommendations that represent the consensus of Air Force munitions expertise.
- Serves as the board of advisers of the Air Force combat ammunitions center.

**2.18. Membership of the AFMLSG.** HQ USAF, MAJCOMs, ANG, AFRES, and AFSA/SEW each send one voting member. The 363 TS/CC serves as the AETC voting member. The chief, munitions and missile plans and policy division (HQ USAF/LGMW) serves as the chairperson. The AFMC conventional and nuclear product group managers and the AFCOMAC commander are invited participants.

### 2.19. Meetings.

2.19.1. Meetings take place annually, or at the call of the chairperson, normally in conjunction with the USAF Worldwide Munitions and Weapons Managers' Conference.

2.19.2. For the annual, scheduled AFMLSG meeting, a series of informal briefings is presented by the members to the steering group to provide an overview of current munitions policies and Air Force environment. Specific topics may be expanded during the development of meeting agenda. General topics to be covered include:

- Current force structure, by MAJCOM, and current plans and policies for supporting that structure.
- Munitions and missile acquisitions and requirements (roadmaps and master plans).
- Emerging technologies and new weapons developments.
- Manning, officer and enlisted, including AFSC structure.
- Training, including officer and enlisted formal training, and the AFCOMAC annual review.
- Equipment support, especially MMHE and test equipment.
- Munitions information automation, especially CAS.

- Results of other munitions meetings, such as, product improvement working groups (PIWG) including any unresolved subjects referred to the AFMLSG for action.

2.19.3. The steering group may establish working groups to examine specific issues and make recommendations to the AFMLSG.

**2.20. AFMLSG Secretary:** The duties of the steering group secretary rotate annually among the members. The steering group chairperson designates the secretary in January to perform the duties for the calendar year. The secretary:

- Solicits MAJCOM inputs, prepares the meeting agenda, and requests presentations from appropriate agencies at least 45 calendar days before the annual meeting date.
- Coordinates agenda items with the chairperson before finalizing the meeting agenda.
- Prepares and distributes the agenda schedule and data for meetings at least 30 calendar days in advance of the meeting.
- Prepares and distributes minutes of meetings to all members.
- Identifies taskings and suspenses assigned by the steering group during meetings.
- Provides a summary of each open action item as required by the tasked activity.
- Quarterly, advises the steering group of the status of all open action items.

### Section D--Responsibilities for Establishing Requirements and Reporting

#### 2.21. Unit or MAJCOM Functional Manager.

2.21.1. The functional manager of the unit (DO) or MAJCOM (XO) that will use the munitions establishes requirements. The MAJCOM ACP or the base MASO does not establish munitions requirements.

2.21.2. The appropriate major command functional managers, (for example, operations, small arms training,

or disaster preparedness), help to develop, validate, and approve the final MAJCOM forecast submission.

2.21.3. MAJCOMs may publish supplemental instructions to prohibit base input if they do not want to receive the forecast from subordinate activities. In this case, the major command functional areas furnish the appropriate requirement.

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## Chapter 3

### MANAGING AUTOMATED NONNUCLEAR MUNITIONS ACCOUNTS

#### Section A--General Information

**3.1. What Accounting System to Use.** Use the Combat Ammunition System (CAS) as directed in this chapter. If CAS is not installed, use the Standard Base Supply System (SBSS) to maintain munitions accountable records. AFM 67-1, Volume 2, Part 2, is the governing procedural manual.

**3.2. Documentation Requirements.** Automated products satisfy the documentation and records keeping requirements.

**3.3. Who Is the MASO?** The term "MASO" in this instruction does not assign responsibility for performing the tasks outlined. Depending on organization structure, the MASO could be the Munitions Flight Chief or OIC, the Materiel Section Superintendent, the NCOIC of Munitions Operations element, or another officer. In the Air National Guard, the USP&FO may appoint the Chief of Supply, Aircraft Maintenance Officer, or the senior munitions noncommissioned officer as the MASO.

**3.4. Inventory Integrity.** All personnel must maintain munitions inventory integrity to prevent ammunition from getting into unauthorized hands. They must account for munitions items until those items are expended, turned in, or disposed of according to the guidance in this instruction.

#### Section B--Munitions Forecast

##### 3.5. What Is the Munitions Forecast?

3.5.1. The annual munitions forecast is the primary means of requesting and allocating munitions required for training and operational needs. It is a very important report and must be scrupulously accurate and valid. The instructions in AFI 21-208 must be closely followed.

3.5.2. Commanders of using organizations must ensure munitions forecasts are properly accomplished. Base the forecasted requirements on quantities authorized in governing Air Force directives such as AFI 36-2217, AFCAT 21-209, *Ground Munitions*, Unit Committed

Munitions List (UCML), and others. Poor forecasting and over-statement of requirements are the primary causes for munitions shortages.

3.5.3. The Air Staff, within budget constraints, maintains only the munitions levels worldwide necessary to meet forecasted requirements. If reports are incomplete or inaccurate, munitions stocks may not be available to meet mission objectives. Accurate and credible forecasts ensure OO-ALC/LIW and Air Staff can justify production, procurement, and budget submission to Congress. AFI 21-208 provides additional instructions on munitions forecasts.

3.5.4. Each year, MAJCOMs prepare the Air Munitions Forecast (Peacetime Conventional Ammunition Requirements), RCS: HAF-LGS(A)9452, with projections for 5 fiscal years. Forward total consolidated requirements to OO-ALC/LIW not later than 1 February each year.

##### 3.6. Developing the Forecast: Initial Steps.

3.6.1. OO-ALC/LIW provides specific procedures to MAJCOMs who, in turn, provide the specific procedures to units during the forecasting cycle.

3.6.2. AFI 21-208 provides guidance and instructions for submitting the annual munitions forecast.

3.6.3. Units possessing a UCML use it to forecast for inert or dummy non-nuclear munitions used for load crew training, EOD, munitions maintenance training, and so on. The basis of issue is **as required** unless directed otherwise by the owning MAJCOM.

3.6.4. Forecast nonconsumable training munitions (Category C) authorized for AETC technical training courses based on approved training plans.

##### 3.7. Developing the Forecast: Consolidating Unit Requirements.

3.7.1. The MAJCOM functional manager, (for example, operations, small arms training, disaster preparedness), validates base inputs and coordinates the final MAJCOM requirements forecast before submission.

3.7.2. The host-base MAJCOM provides munitions support forecasts for all subordinate bases and coordinates submissions from tenant units with the parent MAJCOM,

as necessary. Parent MAJCOMs collect and submit annual munitions forecasts.

### **3.8. Developing the Forecast: Final Decision.**

3.8.1. OO-ALC/LIW reviews, edits, and processes MAJCOM forecasts. This office coordinates with submitting MAJCOMs on any noted errors and identifies unresolved issues to HQ USAF/SPX, XOOC, and LGSP for resolution.

3.8.2. Once HQ USAF functional managers make all changes and corrections, OO-ALC/LIW produces the Requirements Validation Report and provides copies to MAJCOMs, HQ USAF/SPX, LGSP, and XOOC. See Attachment 3 for a list of MAJCOM activity codes.

## **Section C--Peacetime and WRM Requirements Allocation (PWRA)**

### **3.9. When to Develop an Allocation Document.**

3.9.1. An allocation is how much of a munitions item a command can expect to have (up to its forecasted requirement) for the designated fiscal year. When it appears that the total projected availability of conventional munitions will not meet major command (MAJCOM) war reserve materiel (WRM) and peacetime requirements, OO-ALC/LIW, in coordination with HQ USAF/LGSP/XOFW/SPX, develops and publishes an allocation document.

3.9.2. This Detailed Logistics Allocation Report (DLAR) allocates WRM munitions and those items for which there not enough inventory exists to meet forecasted requirements. AFI 21-208 provides instructions on munitions allocations.

3.9.3. The Theater Munitions Program (TMP) is the source of planning and programming information for allocations, including:

- Approved WRM near-year and out-year munitions requirements and allocations for each theater.
- Validated MAJCOM peacetime requirements.
- Allocation of projected worldwide asset availability against specific command requirements.
- Using command (parent) and owning command (host) requirements and allocations.
- Air Staff distribution of available munitions for developing the MAJCOM munitions War Consumables Distribution Objective (WCDO).
- An established basis for munitions sustainability assessments.

3.9.4. The function of the TMP is to make sure that available Air Force munitions assets go to priority projects and are distributed to the MAJCOMs according to the requirements specified by HQ USAF.

### **3.10. How To Decide What Allocations You Need.**

3.10.1 Allocations among commands are based on the

priorities established in the Defense Guidance, Joint Strategic Capabilities Plan (JSCP), and US Air Force War and Mobilization Plan (WMP). The theater allocations for WRM represent each theater's share of the assets that are projected to be available at the end of the fiscal year.

3.10.2. The baseline for apportionment of an item is the total of US stock worldwide, stock available from host nation support, and stocks available from commercial production.

3.10.3. "Sourcing" matches available materiel against item requirements. Perform sourcing for all materiel for which item requirements are calculated.

3.10.4. Using CAS-A or Theater Allocation and Buy-Budget System (TABBS) and exchanging data via the CAS WWMCCS, personnel from HQ USAF/LGSP, SPX, and XOOC, through the OO-ALC/LIW, develop an allocation profile on all items whose worldwide requirements cannot be fully met. They distribute it to each MAJCOM ACP or munitions OPR to review along with MAJCOM functional OPRs. The results of this review determines the need for an allocation workshop.

3.10.5. A command may request increased allocations from the OO-ALC/LIW to meet unforeseen requirements.

**3.11. How To Write the TMP Report.** The TMP is a two-part report produced from CAS-A TABBS. Develop each part for every CRC or NSN in the TMP.

3.11.1. The first part states beginning inventory and what munitions are due-in for each fiscal year. It also contains major non-WRM category requirements and allocations by MAJCOM for each fiscal year.

3.11.2. The second part of the TMP reflects the assets that are newly available for WRM in each fiscal year. It provides the WRM allocations by theater as well as grand totals for all major categories (requirements and allocations).

3.11.3. The Detailed Logistics Allocation Report (DLAR) identifies the original requirements for primary weapon and details allocations for both primary and substitutes (by CRC or NSN). It is sequenced in order to include the host-supporting command, primary CRC, category, and using MAJCOMs.

### **3.12. MAJCOM Allocation Decisions.**

3.12.1. Upon receiving the annual command allocations specified in the US Air Force DLAR, MAJCOMs allocate munitions for each base to the responsible MASO. MAJCOMs ensure all subordinate bases and activities establish annual stock levels, using the most current Air Munitions Forecast (Peacetime Conventional Ammunition Requirements), RCS: HAF-LGS(A)9452, and WRM authorizations developed by the MAJCOM. These levels should reflect the current fiscal year requirement.

3.12.2. All on-hand munitions inventory stocks are counted towards the command's fiscal entitlement.

### 3.13. Intercommand Munitions Allocation Transfers.

Each MAJCOM owns its command's munitions allocation and may move allocations from one host command to another as the mission requires it. When the host MAJCOM receives a request to move allocations, it adjusts the allocation records and notifies the host munitions operations. Affected MAJCOMs coordinate to transfer munitions at least 120 days before they are needed.

**3.14. How The MASO Responds to the Command Allocation Document.** The MASO establishes and maintains stock levels corresponding to the latest Air Munitions Forecast (Peacetime Conventional Ammunition Requirements), RCS: HAF-LGS(A)9452, as amended by the command allocation document.

#### 3.14.1. The MASO:

- Establishes WRM levels as the MAJCOM directs.
- Ensures that requisitions and munitions expenditures do not exceed allocated annual quantities.
- When required, follows MAJCOM guidance to help users to submit increased allocation requests for unforecasted needs.
- Ensures that munitions custodians know what their fiscal year allocations are.

#### 3.14.2. For Deployed Exercises:

- The MASO confirms the unit has sufficient allocations to support deployed exercise requirements and passes allocations to the supporting unit MASO.
- After the unit completes the exercise, the designated exercise staff submits an after-action report to the deployed units, listing the unit, type of aircraft, type of munitions, NSNs or CRCs, and quantities of munitions expended by participating units.
- Once the unit receives the after-action report, the unit increases its at-home unit levels to reflect whatever unexpended munitions returned from the exercise.

## Section D--Establishing Munitions Stock Levels

### 3.15. Determining Proper Stock Levels.

3.15.1. Establish munitions stock levels to support every contingency and help determine when you need requisitioning action.

3.15.2. You may need a munitions item for more than one purpose. For example, mobility, training, WRM, or security. Each item must be identified, stocked, controlled, and expended for its intended purpose.

3.15.3. Generally, you may keep on-hand munitions in excess of non-expendable allocations and still needed until the MAJCOM or OO-ALC/LIW directs you to redistribute them.

3.15.4. Units should use the MAJCOM allocation document for forecasted items and local justifications AF

Form 1996, **Adjusted Stock Level**, for nonforecasted items to determine stock levels at installations. AFI 21-208 provides information on the munitions forecast and allocation program.

3.15.5. The host MAJCOM specifies unit WRM levels at their installations in the WCDO and the Munitions Requirements Allocation Document.

3.15.6. Units establish levels using the master subsidiary relationship code (MSRC) NSN. Both master and interchangeable on-hand assets are applied against the levels (approved requirements) of items.

3.15.7. Stock levels must not exceed the quantities the MAJCOM allocated.

### 3.16. Cartridge Actuated Devices (CAD) and Propellant Actuated Devices (PAD).

Limit stock levels of these items to the number needed for one complete aircraft or missile system supported in case of inadvertent firings. You need not justify these items on AF Form 1996 unless levels exceed one of each.

### 3.17. Local Purchase Ammunition.

3.17.1 The chief of supply procures and establishes stock levels for local purchase (LP) ammunition items. Apply the provisions of AFM 67-1, Volume 1, *Basic Air Force Supply Procedures*, Part 1, Chapter 8, and Part 3, Chapter 6.

3.17.2. You may purchase commercial explosives locally if stock listed, approved for local purchase by Ogden Air Logistics Center (OO-ALC), and published in TO 11A-1-46, *Fire Fighting Guidance, Transportation, and Storage Management Data and Ammunition Complete Round Chart*. No purchases of commercial explosives occur unless certified in accordance with AFI 91-205, *Nonnuclear Munitions Safety Board*.

3.17.3. If you need to purchase commercial explosives, submit a completely justified request through channels to the Non-Nuclear Munitions Safety Board in accordance with AFMAN 91-201, *Explosives Safety Standards*. Because of the security and safety requirements for ammunition and explosives, you may usually only procure as many explosives as you can consume within a 30-day period.

3.17.4. The Air Force Materiel Command may purchase commercial, non-certified explosive devices (*not* explosives) for funded research and development projects. The devices must be certified before going into the Air Force inventory.

3.17.5. Submit all requirements for ammunition or explosive items that are stock-fund managed to the Chief of Supply.

3.17.6. The Chief of Supply forwards all requests for local purchase ammunition items to the MASO for local review and approval before processing. The MASO:

- Verifies the customer has an approved munitions allowance.

- Determines why the customer cannot order the item through munitions operations channels.
- Verifies storage and security requirements.
- Coordinates requests with the base safety office.

**3.18. Justifying Stock Levels.** Fill out AF Form 1996 or write a letter containing sufficient information (e.g., NSN, nomenclature, quantity, etc.) for those munitions not included in the Air Munitions Forecast (Peacetime Conventional Ammunition Requirements), RCS: HAF-LGS(A)9452, or directed by higher headquarters.

3.18.1. Bi-annually, the MASO sends a copy of AF Form 1996 to the initiating activity for revalidation.

3.18.2. For manual munitions accounts and accounts operating under the SBSS, reduce each special level as munitions are expended, to monitor remaining annual authorizations and to avoid requisitioning more than the approved allowances.

3.18.3 To minimize costs, realign munitions excesses only if a mission requires it. Keep assets in place, even when they exceed approved allowances for the command or unit in some instances: they are more readily available to the war effort when they are in-place than in depot storage areas.

## Section E--Requisitions

### 3.19. The Requisitioning System.

3.19.1. The requisitioning system identifies and calls forward those munitions needed to maintain allocation levels and meet user requirements.

3.19.2. Units submit requisitions in accordance with command guidance using AFM 136-824, *Combat Ammunition System - Base (CAS-B): D078/IS Users Manual*, for CAS units and AFM 67-1 for those units operating with the SBSS system.

3.19.3. The MASO reviews requests for local purchase to ensure that no one purchases FK/FV managed items without item manager approval.

3.19.4. The MASO must not exceed approved stock levels when requisitioning except when items can only be ordered in quantity per unit pack (QUP) or quantity per shipping container (QSC).

### 3.20. On-Hand Stocks.

3.20.1. Apply conventional munitions on-hand assets to the current year's allocations and to approved levels before requisitioning. OO-ALC/LIW won't honor any requisition until items that exceed installation requirements are applied to MAJCOM allocations. The USAF and MAJCOM ACPs redistribute excesses, if economically feasible, to meet the need.

3.20.2. OO-ALC/LIW may cross command lines to manage munitions logistics inventory.

3.20.3. To save money on transportation, overseas commands may call-forward munitions only once a year.

### 3.21. Air Intercept Missiles (AIM).

3.21.1. Do not requisition your organization's initial AIM requirement. Gross allocations are controlled by HQ USAF, published in the Tactical Air Missile Program (TAMP) document, and automatically distributed to installations by OO-ALC/LIW and WR-ALC/LKG, in coordination with MAJCOMs.

3.21.2. Installations may requisition parts (including GCUs) to replace unserviceable assets. All up round (AUR) missiles are not requisitioned at unit level.

3.21.3. Bases may use GCUs required for AIM-9P/L/M captive carry from WRM or take them from Weapons System Evaluation Program (WSEP) allocations, until they receive sufficient training rounds.

3.21.4. If bases use WRM assets, coordinate the reduction in WRM posture with the wing director of operations. Carry WRM AUR missiles with GCUs removed (**stubby** missiles) in condition code **E** until the GCU is replaced. When you don't have GCUs to replace the removed unit, place the stubby AUR in condition code **G**. Requisition replacement GCUs based on the number of unserviceable GCUs returned to the depot or manufacturer.

3.21.5. Requisition nonstandard munitions only in accordance with MAJCOM guidance.

3.21.6. The MASO requisitions munitions items whose loss or disrepair caused an aircraft or missile to become partially mission capable supply (PMCS) or not mission capable supply (NMCS). The MASO coordinates with the MICAP monitors in the maintenance operations center or munitions control and assigns the proper priority code.

3.21.7. Process munitions furnished to contractors by the Government according to this AFI.

3.21.8. Forecast requirements for time-change aircraft cartridge actuated devices (CAD) and propellant actuated devices (PAD) in the Time Change Requirements Forecast, RCS: HAF-LGM(SA)9488, according to TO 00-20-9.

3.21.8.1. Overseas bases submit quarterly consolidated requisitions to OO-ALC/LIW, Hill AFB, UT 84056-5260, between 90 and 120 calendar days before the next calendar year quarter. This allows time for surface movement actions to take place. Use the AFTO Form 223, **Time Change Requirements Forecast**, or generate a forecast using Core Automated Maintenance System (CAMS) as justification. Provide supplemental shipping addresses when applicable.

3.21.8.2. CONUS bases submit consolidated requisitions between 45 and 60 calendar days before the next calendar year quarter using the AFTO Form 223 or CAMS-generated forecast as justification.

**3.22. Shooting Team Requirements.** HQ AFMWRC/MWOPF, Air Force Morale, Welfare, and

Recreation (MWR), Directorate of Community Support Programs, Fitness and Sports Division, Randolph AFB, TX 79150-7000, is the program administrator for the Air Force Shooting Team. They identify Shooting Team requirements.

## Section F--Receiving Munitions

### 3.23. Checking Documentation.

3.23.1. Qualified munitions inspectors inspect incoming munitions shipments to see that their documentation contains all the information needed to properly identify the items, plus any special handling or storage requirements.

3.23.2. Ammunition shipments of nonstandard items that arrive without sufficient documentation constitute a potential safety hazard to both facilities and personnel. (See AFI 21-201). Use a copy of AFTO Form 102, **Munitions Inspection Document**, as the accountable document and file it until the shipping activity sends appropriate documentation.

### 3.24. Updating Accountable Records.

3.24.1. Pick munitions up on accountable records and report in the CAS (in condition code **K**) or SBSS (in the original condition code designated on the shipping document) within 5 workdays of their arrival on station.

3.24.2. During contingency operations or mobilization, munitions assets are picked-up immediately on accountable records and reported as they are received at the unit in the condition code stated on the receipt document. See AFI 21-203, *Deployable Ammunition Operations Procedures*, for further details.

3.24.3. Process condition code changes in accordance with this AFI.

## Section G--Requests for Issue

### 3.25. Documenting and Inspecting Items Before Issue.

Do not issue munitions items until completion of all documentation processing and qualified munitions inspectors inspected the items.

**3.26. Types of Issues.** Two types of issues are authorized for munitions items: consumption issues and custody issues.

### 3.27. Consumption Issues.

3.27.1. Consumption issues may vary in quantity from the amount that must be consumed on the day of issue to the amount to be consumed within 15 days of the date and time of issue. (**EXCEPTION:** Shop stock issues and research and development [R&D] activities are not bound by the 15-day rule).

3.27.2. Limit consumption issues to the amount to be consumed on the day of issue if available storage facilities cannot satisfy:

- The security requirements specified in AFI 31-209.

- The safety requirements of AFMAN 91-201.

3.27.3. Usually use consumption issues only for assets to be immediately installed or used (CAD or PAD, life support, and so on), or assets for end-item repair.

3.27.4. Issue all CAD or PAD items regardless of expendability, recoverability, reparability code (ERRC) under due-in from maintenance (DIFM) control. You may maintain assets on custody account at a forward location if needed in case of inadvertent firing and mobility deployment requirements. Begin DIFM when releasing assets for installation.

3.27.5. Fill out AF Form 2005 in accordance with AFM 67-1, Volume 2, Part 2, or annotate DD Form 1150 as outlined in TO 11N-100-1 for consumption issue requests:

- AF Form 2005 Block:

- A - Signature of organization commander or designated representative, date, and phone number.

- C - Required Julian date for time change items. Blank for all others.

- D - Manufacturer's part number if NSN is unknown.

- E - Statement **CERTIFIED CONSUMPTION REQUEST**, reason for use (such as, training, test, operational, and so on), and authorizing directive. Reason for late submission or impact statement for emergency request, if applicable (use reverse side of form if necessary).

- G - Date and time required.

- I - Category.

- J - Item Nomenclature.

### 3.28. Custody Issues.

3.28.1. Use custody issues when an individual or organization needs the assets for use at a point in time. Secure facilities and adequate storage must be available for all custody issues (AFI 31-209 and AFMAN 91-201). Control all custody issues on custody account or custody receipt (DD Form 1150) for manual accounting.

3.28.2. Fill out AF Form 2005 in accordance with AFM 67-1, Volume 2, Part 2, or annotate DD Form 1150 as outlined in TO 11N-100-1, for a request for transfer to custody account:

- AF Form 2005 Blocks:

- A - Signature of organizational commander or his designated representative, date, and phone number.

- D -- Manufacturer's part number if NSN is unknown.

- E -- State **CERTIFIED CUSTODY REQUEST**, reason for use (such as, training, control tower, air defense, and



so on) and authorizing directive. Reason for late submission or impact statement for emergency request, if applicable (use reverse side of form, if necessary).

G -- Date and time required

J -- Nomenclature.

- DD Form 1150 Instructions:

- Enter the reason for use in Block 3.
- The MASO or designated representative signs Block 4a.
- Enter the voucher from the AF Form 36.
- Enter the requester's control number in Block 5.
- Post all documents to the AFTO Form 15. Annotate posting of documents (accountable and AFTO Forms 15) in Block 9.
- Annotate lot and/or serial numbers, as well as the condition code if other than A, in Column g.
- For classified items, stamp **CLASSIFIED ITEM** on the document.
- Enter the CIC in Column c.
- Have an individual from the AF Form 68, Part II, sign in Block 10.
- Have the custodian or authorized receiver, AF Form 68, Part III, sign Block 11.

### 3.29. Processing Requests for Issue.

3.29.1. The commander or designated representative of the requesting organization certifies all requests for the issue of munitions, missiles, or explosive items.

3.29.2. The munitions custodian prepares and distributes AF Form 68 in accordance with this AFI. The MASO reviews the AF Form 68 for completeness and accuracy prior to approval.

3.29.3. When the appointing authority (i.e., commander) notifies the MASO that an individual's authorization is withdrawn, the MASO deletes the individual's authority by lining through his or her name on the AF Form 68. The MASO or the MASO's representative must initial and date each action.

3.29.4. Don't add to AF Form 68 on the basis of verbal or telephone requests.

### 3.30. Maintaining Issue Request Files.

3.30.1. As a minimum, both the MASO and munitions account custodian must keep in their jacket files:

- The respective AF Form 68.
- Supporting documentation, such as approved allocations, AF Form 1996, MSI serial number log, and so on.

3.30.2. We do not require you to include letters of instructions, instruction booklets (munitions customer's guide, local procedures, and so on), Explosive Safety License, courtesy storage agreement, and other such documents in the MASO jacket file.

**3.31. Ordering FK- or FV-Managed Items.** Don't order FK or FV managed items by telephone, intercom, or radio. Be sure to certify and properly prepare these requests for issue. Requests must be typed or legibly printed. Munitions operations returns illegible, incomplete, or improperly prepared requests to the requester.

### 3.32. Review and Approval of Issue Requests.

3.32.1. The MASO or designated representative must review and approve all requests for the issue of FK or FV account-managed items.

3.32.2. Munitions account personnel compare issue requests against the activity's allocated quantity permitted by MAJCOM, or other levels approved by the command, OO-ALC/LIW, or TMCP.

3.32.3. The MASO ensures all personnel receiving classified and sensitive assets understand the degree of security and control required. Further, the MASO verifies personnel possess proper security clearances.

3.32.4. Except for emergencies, activities submit munitions requests 10 workdays before the time and date required in place..

3.32.5. The LG or equivalent approves emergency requests, or may delegate (in writing) the authority to approve emergency requests to the operational commander.

3.32.6. Assets maintained on custody account for operational necessity may exceed the annual allocation as long as the owners do not expend the munitions. For example, you may keep aircraft gun ammunition loaded to maintain the fleet in flying status at the end of the calendar year.

3.32.7. The MASO may **freeze** any account not managed or maintained in accordance with this instruction. If the offender makes only token efforts to resolve deficiencies, the account must stay "frozen" and the user gives up any on-hand assets until the organization can meet its custodial responsibilities. Notify the respective two-digit commander (depending on unit) of discrepancies and actions taken to correct the problems.

3.32.8. Personnel transporting munitions for their using organization must comply with explosive safety instructions in AFMAN 91-201.

### 3.33 Misusing Munitions.

3.33.1. It is a violation of the Air Force fraud, waste, and abuse program to use munitions for purposes other than those for which they were originally issued. Such abuse could result in action under the Uniform Code of Military Justice (UCMJ).

3.33.2. If exercises, training, or competitive events are canceled, or a unit is not selected to take part in these events, then the original munitions authorization is void and the organization must turn-in all unused items.

### 3.34. Peacetime Allocation of Category D Items.

3.34.1. Under shop-stock control, you may keep no more than 10 percent of the approved peacetime annual allocation of major category D items:

- Arming wire.
- Swivel and links.
- Ferrules,
- Safety clips.
- Lugs.
- Safing blocks.
- Other inert bits and pieces.

3.34.2. Consumption issue of these items in support of AFI 36-2117 and load training is authorized. Issue the items in **unit pack quantities** (for example, a roll of arming wire, a box of ferrules, and so on). You need not reconcile assets daily.

3.34.3. The MASO must apply sound judgment and prudent management to ensure that units do not exceed annual allocations by misusing these consumable assets.

3.34.4. The MASO publishes formal instructions (base regulation, operating instruction [OI], and so on) to ensure that units don't waste these items. Procedures must include:

- Use.
- Storage.
- Inventory.
- Replenishment.
- Disposition of unserviceable assets.

3.34.5. Also, all personnel must observe strict compliance with the unit's foreign object damage (FOD) procedures. Shop supervisors, authorized to receive and maintain these items, are responsible for their control, use, and disposition.

### 3.35. Unserviceable Munitions.

3.35.1. Sometimes users declare inert loaded, or empty, dummy training munitions to be unserviceable (no longer usable for its intended purpose). Offer these items to all users (if within the approved allocation) before reporting the items for disposition. Dummy munitions prove useful for displays, classroom training, or explosive ordnance disposal (EOD) proficiency training even if critical or major defects exist as defined in the technical order.

3.35.2. See this AFI and AFCAT 21-209 for guidance on the following issues:

- Built-up prefrag munitions.
- AUR missiles.
- Munitions and missile containers.
- Personnel defense ammunition for general

officers.

- Non-explosive EOD operations and training items.

- Issues of unserviceable items.
- Pyrotechnics for Civil Air Patrol.
- Organization procedures for processing issue

refusals.

## Section H--Turn-Ins

### 3.36. Turn-in Procedures.

3.36.1. The user returns to the munitions account, any munitions no longer required or exceeding allocations.

3.36.2. The organization making the turn-in attaches required documentation (AFTO Form 350, **Repairable Item Processing Tag**, and so on) to the material being turned-in. Don't turn in munitions without scheduling it first.

3.36.3. Immediately turn in to the MASO any ammunition and explosive items found on base (FOB). Assets considered FOB are those:

- Found outside the munitions storage area.
- Not issued to an authorized custody account or immediate consumption account.
- Removed from or left by transient aircraft.

3.36.3.1. Notify EOD before turning the munitions in to the Munitions Storage Area (MSA) if they appear to be hazardous or aren't readily identifiable.

3.36.4. The munitions inspector performing the returned munitions inspection alerts munitions control when sensitive, pilferable, and classified assets are turned-in.

3.36.5. Use AF Form 2005 or DD Form 1150 as the source document to input turn-ins.

3.36.6. Send all supporting turn-in documentation to the MASO within 5 working days. If you can't complete the returned munitions inspection (RMI) within the 5 days, list the assets as **on-hand** on accountable records in the condition code assigned on the turn-in document.

3.36.6.1. After the initial report, if the RMI reveals discrepancies, make proper adjustments to show the current on-hand and serviceability status of the munitions returned. CAS-B units pick the assets up in condition code **K**.

3.36.7. The organization returning the property must prepare three copies of the turn-in document.

3.36.7.1. Enter the lot or serial numbers in block D of the AF Form 2005. You may use the reverse side of the form.

3.36.7.2. On SBSS accounts, use supply condition codes **A** (serviceable), **F**, **G**, or **J** (unserviceable).

3.36.7.3. Process turn-ins from WRM as serviceable. If inspection finds the asset to be unserviceable, process a **TRIC FCC** condition code change after the detail's turn-in is completed.

3.36.7.4. Turn-ins from War Consumables Distribution Objective (WCDO) details do not require an in-checker's or inspector's signature or lot numbers on AF Form 2005

if no physical movement or segregation of the asset took place.

3.36.7.5. Process custody account turn-ins as serviceable or unserviceable, whichever applies. For unserviceable custody account turn-ins, the supply action taken code is **R**.

3.36.7.6. For items designated as unserviceable by a qualified munitions inspector, enter in block E of AF Form 2005:

- Specific item TO reference.
- Reason for unserviceable condition.
- Actual MILSTRAP condition code from AFI

21-201.

## Section I--Expenditures and Shipments

### 3.37. Expenditures.

3.37.1. The commander or designated representatives certify munitions expenditures. The consuming organization or activity provides the MASO with documents showing expenditure of munitions within 3 workdays of the expenditure.

3.37.2. Fill out AF Form 2005 as follows to show expenditures from supply points:

-Blocks:

- A - Signature of organization commander or his designated representative, date, and phone number.
- D - Lot or serial number(s) of item(s) expended. Enter quantity per lot if more than one lot was expended.
- E - State **CERTIFIED CUSTODY EXPENDITURE**, reason for expenditure (that is, training, installation, and so on), authorizing directive, and signature of account custodian (primary or alternate).

### 3.38. Shipments

3.38.1. MASO process shipments of conventional munitions and explosive items according to applicable technical orders.

3.38.2. The transportation office provides the MASO with a list of individuals authorized to receipt for munitions and explosive items, including classified items, that are being released to the transportation movement officer for shipment.

3.38.2.1. The list contains name, rank, social security number (SSN), security clearance, and signature specimen for each authorized individual. Update these lists as changes occur, and validate them twice a year.

3.38.2.2. Do not release munitions items to transportation unless the receiving individual appears on a valid, current listing.

3.38.2.3. Transportation personnel need not sign a

shipping document unless it is processed through the transportation activity (for example, munitions moved by munitions functional personnel from base A to base B).

3.38.3. When an item needs repair and return, use the instructions issued by the item manager or system manager directing the shipment as the governing directive.

3.38.4. If munitions material is shipped directly to an off-base site (requisitioned by the home station MASO), make sure the home station MASO documents, accounts for, and reports the shipment.

3.38.5. The transportation activity makes sure the transportation officer labels shipments.

3.38.6. Assign a required delivery date (RDD) to all outgoing shipments. An RDD is the same as an in-place date (IPD).

3.38.6.1. Process all redistribution orders (RDO) to ensure the RDO RDD is met. When an RDD **999** is assigned by the computer, turn the documentation over to transportation within 24 hours. Units must act swiftly to properly package items and make sure they're serviceable for out shipment when transportation is available.

3.38.6.2. Make sure you know the status of each outbound movement. Reconcile munitions awaiting shipment with all applicable agencies once a week.

3.38.7. Assign project code **070**, Pacer TAMP, to all missile or missile component shipments.

3.38.8. Update the CAS intransit data for all outgoing shipments. Obtain a Detail Movement Report or an annotated copy of the shipping document from transportation. When available, the Cargo Movement Operations System (CMOS) provides this data.

3.38.9. Units with operational CAS-B logistics marking and reading symbols (LOGMARS) technology must bar code munitions assets according to Military Standard (MIL-STD) 129J before releasing them to transportation.

## Section J--Munitions Inventories

**3.39. Purpose of Inventories.** The inventory corrects errors in processing and storage operations by reconciling item record balances, lot number balances, and locations with quantities and locations of stock on-hand or in-use.

### 3.40. Performing Inventories.

3.40.1. The AFI gives procedural guidance for all conventional munitions inventories. However, CAS units and SBSS units will use AFM 136-824, AFM 171-824, *Combat Ammunition System - Base (CAS-B): D078Y/IS Computer Operation Manual*, and AFM 67-1, Volume 2, Part 2, in conjunction with this AFI for guidance on inventory products and listings and equipment.

3.40.2. In performing inventories:

- Use LOGMARS technology to the fullest extent possible.

- Use programmable hand-held terminals (HHT) to reduce data recording and entry tasks, and to increase inventory accuracy.

3.40.3. Inventory stock record accounts completely twice a year. The MAJCOM may authorize closed warehouse or perpetual inventory methods. You need not open standard munitions containers, including properly secured and marked "lite box" containers, unless:

- Evidence of pilferage or forced entry exists.
- Quantity and other identification data on the container appear illegible.
- Directed by local or higher authority.

3.40.4. Complete all inventories and post the records by the last day of the scheduled inventory month.

3.40.5. While performing a closed warehouse inventory, only process bona fide emergency requests, submitted in writing and approved by the MASO.

3.40.6. Document the results of the stock record account inventories and brief the commander, maintenance supervisor, and munitions officer on inventory findings and corrective actions. Retain the findings in munitions operations and disposed of them according to AFI 37-133, Volume 2, *Disposition of Air Force Records - Records Disposition Schedule*.

3.40.7. For SBSS-operated accounts, compare the quantities recorded on the inventory count cards against the balances recorded on AFTO Forms 15 to ensure the balances agree. Make sure an AFTO Form 15 exists for every count card and vice versa. Post inventories to the AFTO Form 15 according to AFI 21-201.

### **3.41. Procedures for Items Stored in Airflex Storage Bags (ASB) or Sealed Structures.**

3.41.1. You may store low risk and non-pilferable munitions in approved Airflex Storage Bags (ASB).

3.41.2. The MASO verifies the inventory when initially storing munitions in ASB and need not conduct another physical inventory until it's time for periodic inspection. Use computer listings to validate a sealed ASB inventory.

3.41.3. Storage personnel place a plaque stenciled with NSN, nomenclature, lot number(s), and date sealed at the front of the ASB. The plaque should be visible from the road or front end of the ASB.

3.41.4. When an ASB is opened (for periodic inspection, and so on), the MASO must perform a physical inventory before the resealing the ASB.

3.41.5. After the inventory, the MASO may decide to apply serial-numbered seals to the doors of structures. Such sealed structures need not be inventoried again until:

- The MASO changes.
- Issues are made.
- Items due periodic inspection.

3.41.5.1. For example, if a structure sealed with a serial-numbered device contains war reserve materiel (WRM) munitions on a 5-year inspection cycle, the structure need not be opened and inventoried for 5 years.

3.41.5.2. When sealing a door, apply the NSN(s), lot number(s), and the date sealed on the door of the igloo or magazine to identify the contents of the structure.

3.41.6. If you require an inventory recount, don't use the LOGMARS method.

3.41.6.1. If disparities exist after the first recount, process a transaction history. Before the third recount is processed into the computer, the MASO or designated representative must review and approve all adjustments. This processing automatically adjusts the stock record balances.

### **3.42. Inventory Cycles: MASO.**

3.42.1. Monthly Inventories. The MASO will:

- Conduct a 10-percent (as a minimum) perpetual inventory of serviceable assets on the base conventional munitions account, except during the 2 months you conduct a semiannual inventory.
- Schedule over the total 10-month period a segmented inventory of the line items within the account.
- Consider the most active items first, followed by the remaining items within the account.

**NOTE:** Based on this process, the MASO inventories all items under this method in addition to the semiannual requirements. MAJCOMs may waive this requirement.

3.42.2. Quarterly Inventories. The MASO gives each custody account custodian a current printout (custody listing) to help inventory and reconcile their account.

3.42.3. Semiannual Stock Record Account Inventories. The MASO conducts a wall-to-wall inventory of all ammunition and explosives maintained on the stock record account regardless of condition or expendability, recoverability, reparability code (ERRC) during March and September.

3.42.4. Semiannual Custody Account Inventories. The MASO conducts inventories of all custody accounts the month preceding the semiannual closed warehouse inventory.

3.42.5. The MASO, or designated representative, visits, inventories, and inspects each custody account to ensure that custodians are:

- Complying with established procedures.
- Accurately maintaining custody account records.
- Continually ensuring inventory control integrity.

- Following proper storage procedures.
- Adhering to safety criteria.

3.42.5.1. The MASO may conduct this visit concurrently with the primary custodian's quarterly physical inventory or during inventories resulting from a change of primary custodians.

3.42.5.2. The MASO, or designated representative, prepares administrative correspondence to document the results of the visit and briefs the custodian and respective

commander on the findings and required corrective actions. The custodian and designated MASO representative file a copy of this documentation in the custody account jacket file until the next visit.

3.42.5.3. If the MASO has difficulty conducting off-base custody account inventories (temporary duty funding, personnel shortages, and so on), the MASO requests that the commander of the off-base custody account appoint disinterested individuals (at least two, one of whom must be a master sergeant or above) to perform the inventory.

3.42.5.4. For custody accounts (not satellite or other SRAN accounts maintained by the host), the MASO provides the most current custody records, associated forms and letters along with instructions (including procedures for relieving officers of accountability and resolving discrepancies), to the off-base commander to ensure timely and accurate completion.

3.42.5.5. The MASO specifies in the established courtesy storage agreement the frequency of inventories for non-FK- and FV-managed assets stored within the MSA.

### 3.43. Inventory Cycles: The Account Custodian.

3.43.1. The custodian conducts a quarterly physical inventory by lot number of all ammunition and explosive items issued to his or her custody account. The account is validated against the MASO's records upon completion. Complete and file the inventory during the month scheduled.

3.43.2. When a change in the primary custodian occurs, the departing custodian and the newly appointed custodian perform a physical inventory of the custody account by lot number.

### 3.44. Other Inventories.

3.44.1. When a change in the MASO occurs, the outgoing and incoming accountable officers jointly conduct a complete physical inventory of the stock record account to relieve the outgoing officer of accountability and transfer it to the incoming MASO.

3.44.2. Conduct special inventories as directed by local or higher headquarters. MAJCOMs are in the best position to determine any unusual circumstances that would prevent the inventory. MAJCOMs may:

- Establish and waive inventory periods and methods consistent with the semiannual inventory requirement.
- Change the dates of wall-to-wall inventories to coincide with other inventories, on a case-by-case basis.
- Waive the inventory required for a change of accountable officer if the newly appointed MASO willingly accepts the account as is.
- Allow munitions stored at collocated operating bases and alternate storage locations or sites to be inventoried annually.

### 3.45. Stock Discrepancies.

3.45.1. Investigate any discrepancy in stocks and draw up the necessary inventory adjustment documents.

3.45.2. All inventory adjustment documents must be supported by one or more of the following:

- DD Form 200, **Financial Liability**

#### Investigation of Property Loss

- AFTO Form 102, **Munitions Inspection**

**Document** or CAS-B generated inspection document.

- DD Form 114, **Military Pay Order.**

- DD Form 362, **Statement of Charges for**

#### Government Property Lost, Damaged or Destroyed.

- DD Form 1131, **Cash Collection Voucher.**

- SF 361, **Transportation Discrepancy Report.**

- SF 364, **Report of Discrepancy.**

- An administrative letter from the unit

commander (custody accounts) allowing for relief from accountability without financial reimbursement.

- A discrepancy investigation statement (for warehouse discrepancies that don't merit a report of survey) or letter of explanation describing the discrepancy and corrective actions (warehouse discrepancies caused by paperwork or posting errors).

3.45.3. Before submitting an inventory adjustment document for approval, the MASO must research, identify, and correct or initiate action to resolve the cause of the discrepancy.

3.45.4. The MASO certifies inventory adjustment documents and the LG, or equivalent, approves all adjustments that requiring a report of survey for relief of accountability.

3.45.5. Depending on organizational structure, inventory adjustment documents not meeting the criteria for approval by the LG are certified by the noncommissioned officer in charge (NCOIC) of munitions operations and approved by the MASO. SBSS units follow M10 approval guidelines in AFM 67-1, Volume 2, part 2. Include supporting documentation.

3.45.6. Officials certifying inventory adjustment documents:

- Certify no evidence of neglect, theft, or fraud exists.
- Certify differences can be attributed to normal activity.
- Certify no one violated property responsibility and general principles.

3.45.7. In giving approval to the inventory adjustment documents, the approving official:

- Signifies awareness of the discrepancies reflected by the inventory adjustment voucher (IAV) which reflect adversely on the system involved.

- Indicates the official acts to correct existing discrepancies and holds adjustment processing to a minimum.

-Returns the document to the initiator indicating unacceptable adjustments, with instructions to perform additional research.

- Initiates a DD Form 200 if additional research does not satisfactorily explain the discrepancy.

### 3.46. Liability and Accountability for Adjustments.

3.46.1. MASOs and account custodians are liable for the full amount of any loss, damage, or destruction to property caused by their negligence, willful misconduct, or deliberate unauthorized use.

3.46.2. Sometimes munitions assigned to a stock record or custody account are lost, damaged, or destroyed for reasons other than fair wear and tear, authorized expenditure, aircraft loss, installation, or disposal. In these cases, the accountable officer or the account custodian is liable for the loss, damage, or destruction until relieved of accountability.

3.46.3. Obtain relief from accountability for munitions assigned to a stock record account by processing an inventory adjustment document (IAD). IADs require supporting justification and documentation, including inventory count sheets, transaction histories, research documents, and so on. However, you must submit a report of survey to justify adjustments where negligence, willful misconduct, or deliberate unauthorized use of munitions assigned to the account is suspected or when the adjustment involves the following controlled item codes:

- Category 1 - Very high risk.
- Category 2 - High risk.
- Category C, 6 or 8 - Confidential.
- Category T - Top Secret.

3.46.4. In addition to the mandatory criteria detailed above, you must submit a report of survey for all adjustments to custody account balances unless the adjustment:

- Is a one-time loss of a category 3 (moderate risk) munitions of 20 or fewer items valued at \$200 or less (total).

- Is a one-time loss of a category 4-7 (low risk), P (Pilferable), or U (unclassified) munitions of 200 or fewer items valued at \$250 or less (total).

- Is an inert munitions component of the type and quantity listed below:

Item	One-time	Not to exceed annual
Swivel and Link	1000 EA	2500 EA
Arming Wire	3000 FT	7500 FT
Clip (All)	500 EA	1000 EA
Ferrule (All)	500 EA	1000 EA
Lugs (Except T Lugs)	250 EA	750 EA

3.46.5. When the adjustment is one of these three types, the organizational commander responsible for the adjustment may allow the responsible individual to pay for the loss by processing a DD Form 114, 362, or 1131, in

lieu of a report of survey, or may sign an administrative letter stating that payment is not required. Give the MASO a copy of the report of survey, DD Form 114, 362, 1131, or administrative letter to support inventory adjustment processing.

3.46.6. Do not submit a report of survey for adjustments generated because of aircraft accident or for assets jettisoned from aircraft. Use the aircraft mishap report or a letter signed by the operations group (OG) or logistics group (LG) commander as authority for inventory adjustment action.

3.46.7. If you recover ammunition previously adjusted from accountable records as listed above, put the assets back on accountable records by processing a FOB turn-in. The turn-in cancels the report of survey. Cross-reference the FOB turn-in and the inventory adjustment document.

3.46.8. See AFR 68-1 for reports of survey format and procedures.

## Section K--Documentation Control.

### 3.47. Where To Look for Guidance.

3.47.1. AFM 136-824, Volume 2, contains CAS document control procedures.

3.47.2. AFM 67-1, Volume 2, Part 2, contains document control procedures for the SBSS.

### 3.48. Documentation Responsibilities.

3.48.1 The MASO establishes local controls to limit the number of personnel authorized access to the document control files and records.

3.48.2. Munitions operations personnel perform final quality control and validation checks for documents before placing in the permanent document file. Munitions operations personnel may correct errors and omissions on documents when practical to do so. Otherwise, return the document to the responsible activity for correction.

3.48.3. File all documents supporting accountable, auditable account transactions in a permanent document file. Filed documents in document number sequence by fiscal year. Close out document files on 30 September of each year and establish new fiscal year document files as of 1 October.

3.48.4. Dispose of documents according to AFI 37-133, Volume 2. Consider documents created during AFRES or ANG unit training assembly (UTA) days delinquent 3 workdays after the next UTA.

3.48.5. Munitions operations document control personnel file all authorization, delegation of authority letters, and correspondence required by the munitions account.

3.48.6. Use AF Form 614, **Charge Out Record**, or AF form 1208, **Charge Out Record - EAM Card**, to sign out documents removed from document control files.

3.48.7. When munitions operations personnel compare the document control record with the source documents, apply the following minimum quality checks:

- NSN.
- Quantity.
- Document number.
- Condition codes.
- Lot number.
- Inspector's stamp or signature.
- Customer's signature (issues and due-out releases).
- Transportation personnel's signature for shipments.
- Unserviceable turn-ins must include a statement citing the explanation why the item is unserviceable.
- EOD personnel's signature for assets transferred to EOD for disposal.
- DRMO personnel's signatures for assets transferred to DRMO.
- Warehouse personnel's signature and location of the property.
- Check certification and approval official signatures, supporting documentation, and inventory worksheets.

## Section L--Deployment Transfers

### 3.49. Transferring Munitions for Contingency Deployments.

3.49.1. Limit the number of mobility munitions custody accounts to expedite deployment processing and ensure an accurate transfer of accountability. AFI 21-203 provides additional information on the requirements to support combat operations.

3.49.2. Limit custody accounts to one per aircraft squadron and one per separate residual force, such as PRIME BEEF, security police, supply, hospital, and so on.

3.49.3. You may establish a base support custody account to consolidate and control several smaller unit requirements. The MASO and local wing logistics plans function coordinate closely to properly establish deployment custody accounts.

3.49.4. When a unit deploys for a period of more than 30 days, the losing MASO coordinates with the gaining MASO to transfer accountability for all assets required to support the deployment.

## Chapter 4

### WAR RESERVE MATERIEL (WRM) MUNITIONS

#### Section A--General Guidance

##### 4.1. Definitions.

4.1.1. We require WRM munitions to support wartime activities listed in the USAF War and Mobilization Plan (WMP) until the industrial base meets wartime demands.

4.1.2. We preposition WRM assets ahead of time at operating bases, disperse WRM in areas of responsibility, place assets on afloat prepositioned ships, and store WRM at selected locations and depots for air deployment.

**4.2. Developing Detailed Guidance.** MAJCOMs develop WRM munitions dispersal guidance for peacetime and wartime requirements. MAJCOMs provide WRM munitions requirements in a War Consumables Distribution Objective (WCDO).

##### 4.3. Required References.

4.3.1. *War and Mobilization Plan, Volume 1*, (WMP-1) outlines basic war and mobilization policies.

4.3.2. *War and Mobilization Plan, Volume 3*, (WMP-3) gives force disposition and availability based on Air Force programs and the Joint Strategic Capabilities Plan (JSCP).

4.3.3. *War and Mobilization Plan, Volume 4*, (WMP-4) Wartime Aircraft Activity (WAA), portrays (by operating location) planned aircraft activity that implements each

approved aircraft deployment, employment, and support operation plan.

4.3.3.1. Use WMP-4 sortie data to produce the annual WCDO. The authorized WRM is limited by the availability and allocation of the worldwide stockpile (near-year prepositioning objective identified in the NCAA) and is further limited by the number of funded sorties (WMP-5).

4.3.3.2. The WMP-4 arrays the WMP-5 funded theater sorties down to individual units.

4.3.4. *War and Mobilization Plan, Volume 5*, (WMP-5) outlines basic planning factors and reflects sortie and flying hour data for use in planning war and mobilization requirements. It represents the approved and funded HQ USAF position on sortie rates, duration, and flying-hour requirements by mission design series to support the US Air Force programmed and mobilization force levels.

4.3.5. The NCAA identifies Air Force requirements for conventional air munitions and associated war consumables for the Six-Year Defense Plan (SYDP). It documents calculations, assumptions, and methods used and tells how each type item must be stockpiled by the end of the planning period to achieve Air Force objectives. Theater threat models, WMP-5 sorties, theater expenditure per sortie factors (EPSF), ground attrition, defense guidance, WMP force structure, and safety factors all influence munitions computations.

4.3.6. The Tactical Air Missile Program (TAMP) and Detailed Logistics Allocation Report (DLAR) identify munitions requirements, applicable theater allocations, and out-year planning levels by MAJCOM.

4.3.7. *The Air Force Munitions Security Classification Guide* provides instructions and guidance on classifying information that is used, controlled, or produced from manual or automated munitions systems.

#### **4.4. War Consumables Distribution Objective (WCDO) Process.**

4.4.1. The WCDO serves as the official document developed by each MAJCOM portraying munitions requirements for each base. It contains authorizations for each munitions item required to support OPlan execution.

4.4.2. The WCDO authorizations are constrained to the DLAR and TAMP allocations. The DLAR is constrained to the NCAA document. There is a reconcilable audit from the NCAA to the DLAR to the command WCDO and vice versa.

4.4.3. Operations, plans, and intelligence functions cooperate to produce the WCDO requirements. The MAJCOM munitions function does not establish munitions requirements.

4.4.4. The WCDO identifies WRM munitions requirements for each planned operating base. It establishes WRM levels for all components necessary for complete round build-up. The MAJCOM sends the WCDO to the LG, OG, and munitions squadron (MS) commanders. For AFRES and ANG units, the respective gaining MAJCOM sends the WCDO to the LG, OG, and MS commanders.

4.4.5. The NCAA provides WRM guidelines and computation methodology, specific rationale for various user requirements, and authorized worldwide prepositioning requirements, by command. These requirements support the combatant commands' regional OPlan and are classified as Category G munitions. We associate the requirements with aircraft rather than ground forces.

4.4.6. The munitions flight chief processes the WCDO per MAJCOM instructions. The munitions flight chief provides the OG and LG with an initial status briefing on the new WCDO and follow-on briefings as directed. The brief includes:

- Shortfalls and excesses.
- Limiting factors.
- Problems.
- Posture by complete round and component.

#### **4.5. WRM Distribution and Realignment.**

4.5.1. OO-ALC/LIW and TMCP requests redistribution of assets from a MAJCOM to satisfy another MAJCOM's requirements. The WR-ALC/LKG uses the TAMP to realign tactical missiles.

4.5.2. MAJCOMs and OO-ALC/LIW or TMCP develop and publish munitions realignment, call forward, and retrograde plans to position assets.

**4.6. Requisitioning.** MAJCOMs develop and publish procedures for requisitioning WRM assets. Never exceed NCAA allocations.

**4.7. Maintenance, Storage, and Inspection.** Maintain, store and inspect WRM munitions so as to ensure uninterrupted combat operations. See AFI 21-201 for guidance.

#### **4.8. Using WRM Munitions in Peacetime.**

4.8.1. You may use WRM munitions to support approved peacetime allocations. However, the munitions flight chief must alert OG and LG commanders when use of WRM might compromise unit readiness. In such cases units may deny requests until they assured resupply or redistribution to make up the shortfall.

4.8.2. Do not release WRM munitions to agencies outside the Air Force without permission of HQ USAF/LGSP.

### **Section B--WRM Munitions Financial Accounting**

#### **4.9. Developing a Program Element Code (PEC) 28030 Budget.**

4.9.1. The MAJCOM munitions function is the command WRM commodity manager for WRM munitions and develops the command PEC 28030 WRM ammunition budget.

4.9.1.1. The MAJCOM, in coordination with its FMB, distributes WRM funds to authorized base-level activities, monitors fund disbursement and expenditure, and recommends changes in reprogramming.

4.9.1.2. The MAJCOM identifies unfunded or unprogrammed requirements for funding considerations.

4.9.2. The base munitions flight chief or MASO serves as the base WRM munitions manager. This manager:

- Interprets and disseminates WRM policy and procedural guidance.
- Takes part in the budget and funding process (PEC 28030).
- Acts as a member of the base WRM executive review board.
- Is responsible for munitions expenses charged to PEC 28030.
- Assures the readiness of WRM by assessing programming and allocating a portion of wing resources (manpower, facilities, funds, and materiel).
- With the WRM officer and base budget officer, provides information on base reprogramming actions.

#### **4.10. What PEC 28030 Covers.**



4.10.1. PEC 28030 identifies WRM operations and maintenance (O&M) costs for WRM munitions budgeting and funding purposes.

4.10.2. This PEC does not include costs associated with acquiring stock fund inventory or investment assets. Use other PECs, such as 27596 (base operating support) and 87792 (medical), when charging costs that cannot be directly attributed to the WRM requirement or its support.

4.10.3. Use PEC 28030 to identify only those O&M costs that support WRM munitions as detailed in the various authorization documents.

4.10.4. Use PEC 28030 to account for the activities of munitions squadrons, branches, sections, and collocated operating bases (COB).

4.10.5. Costs of procuring, maintaining, storing, preserving, and administering the munitions WRM program are chargeable to PEC 28030. Any costs incurred in administering these stocks are subject to PEC 28030 accounting, including:

- Daily operating support.
- Travel.
- Transportation.
- Disposal.
- Equipment.
- Administrative and janitorial supplies.

4.10.5.1. Within the munitions organization, especially those that maintain WRM stocks and peacetime training munitions, set up separate financial infrastructures to program and track O&M expenses related to each administration cost.

4.10.6. Excluded from PEC 28030 funding are O&M costs directly related to facilities storing only WRM munitions. These are included in applicable civil engineering PECs and activities not directly related to WRM Munitions Programs such as:

- Costs for daily operating support, travel, transportation, disposal, equipment, administrative, and janitorial supplies.

- Purchase of mobility equipment.
- Repair or maintenance of a facility containing

only WRM munitions (these are property maintenance expenses).

4.10.7. Units with PEC 28030 requirements develop and submit budget forecasts per MAJCOM direction. Units include PEC 28030 requirements in the base financial plan.

4.10.7.1. The MAJCOM munitions function uses unit input to develop a budget for all command WRM munitions requirements. MAJCOM munitions function reviews PEC 28030 inputs for accuracy, adequacy, and completeness, then sends a consolidated input to the MAJCOM FMB.

4.10.7.2. The MAJCOM FMB, along with the MAJCOM munitions function, distributes WRM funds to base-level activities. The directorate of munitions

advises OG or LG commanders, and munitions WRMO, of PEC 28030 funding disbursement, including programmed breakout and allocation of the funds by:

- Accounting and finance office (AFO).
- Unit.
- Total disbursed.
- Department of Defense Element Expense

(DODEE).

4.10.7.3. Point out any unit level deviation to MAJCOM directorate of munitions, with justification, to validate and substantiate the adjustment.

4.10.8. After the FMB allocates funds, the PEC 28030 functional managers closely monitor fund expenditure to ensure fulfillment of WRM munitions maintenance requirements. Each commander of munitions activities oversees expenses charged to PEC 28030.

4.10.8.1. Resource advisors and resource managers ensure base supply funds management and base budget personnel properly establish expenditure tracking through the applicable PEC so only authorized users charge expenses to PEC 28030.

#### **4.11. Reprogramming PEC 28030 Funds.**

4.11.1. If not enough funds exist in PEC 28030 for the organization, consider reprogramming funds. Move funds within PEC 28030 to the deficient accounts, or move funds from other PECs into PEC 28030.

4.11.2. The wing commander authorizes reprogramming of PEC 28030 funds into other PECs.

4.11.3. The PEC 28030 manager, with the WRMO and base budget officer, provides information on base reprogramming actions to the MAJCOM FMB and MAJCOM munitions functional manager.

#### **4.12. Unfunded Requirements.**

4.12.1. If unprogrammed WRM requirements occur during the fiscal year, base functional agencies identify them to the WRMO along with full justification for presentation to the WRM executive review board.

4.12.2. If existing base funds cannot absorb the new requirement, identify the need for additional funds to the MAJCOM FMB and munitions division, or aerospace maintenance and munitions division, through comptroller channels.

4.12.3. The base budget for the fiscal year (FY) includes in any unfunded requirements that extend into the next FY. When possible, include in the budget adjustments provisions for any unfunded requirements you identify after budget submittal.

4.12.4. Units identify all unfunded or unprogrammed WRM requirements for funding consideration. The MAJCOM munitions functional manager helps units develop their inputs when necessary and represents or defends munitions requirements at MAJCOM level during the FMB scrubbing process.

## Section C--Planning Logistics Support

### 4.13. Responsibilities.

4.13.1. All US Air Force war or contingency plans must contain a logistics annex sufficiently detailed to enable personnel to support the planned operation immediately and efficiently. MAJCOMs develop a munitions appendix to this annex.

4.13.2. Component services manage logistics support. Each service determines its requirements and budgets for necessary commodities. When produced, munitions and missiles become stock, owned by the individual service component.

4.13.3. Unified commands, such as USCINCEUR and CINCPAC, are not responsible for logistics support of assigned forces. However, on execution of a unified OPlan (for example, USCINCEUR 4102, CINCPAC 5027), the unified commander assumes directive authority over all components stocked within the operating theater.

4.13.4. MAJCOMs provide logistics support at and below wing or base level for assigned units.

4.13.5. Where units are tenant, staging on or through, dispersing or operating from, or otherwise using installations assigned to other commands, the commander with jurisdiction over the installation provides logistics support as agreed between the major commanders concerned.

4.13.6. Tenants coordinate support requirements with hosts before publishing any plan that commits host resources.

4.13.7. Supported commands develop plans to receive and support augmenting forces. They provide all requirements for planned enroute and beddown locations to facilitate reception and support planning.

4.13.8. MAJCOMs help unified commands assess reserve stocks of involved allies to identify potential US Air Force support requirements.

4.13.9. MAJCOMs help AFRES and ANG gained units (including air defense units) compute requirements, store and preposition materiel, and prepare for activation and deployment, as appropriate.

4.13.10. HQ AMC and HQ ACC advises overseas commands of additional logistics support required for operations in the overseas area to ensure enough storage and maintenance capability. Using commands coordinate with storing commands before acting to preposition any materiel or changing prepositioning in WMP-4 which would increase the storage of consumables.

4.13.11. The SMCA also plays a major role in the munitions resupply of US Air Force units. A significant amount of Air Force munitions are stored in continental United States (CONUS) Army depots.

4.13.12. See AFI 21-206, *Global Asset Positioning Program*, for more information.

### 4.14. Planning for Munitions Movement.

4.14.1. Munitions are usually moved at the beginning of hostilities but movement may continue throughout a contingency. The logistics annex includes plans to move in-theater munitions susceptible to attack.

4.14.2. When unable to store WRM munitions at or near the employment base, units may hold prepositioned munitions in central storage areas, theater storage facilities, or at other operational bases. In these cases, develop detailed plans to move stocks to where they are needed at wartime operating locations.

4.14.3. OPlans may direct combat aircraft to deploy with munitions aboard; for example, air-to-air missiles, 20- or 30-millimeter (mm) ammunition, chaff and flares. MAJCOMs reflect all movements of this type in OPlans as well as logistics movement plans. Execution of the OPlan activates this phase of munitions relocation.

4.14.4. Where MAJCOMs can predict requirements to relocate dispersed munitions, plan movements in detail and maximize predirect practices.

4.14.5. MAJCOMs optimize prepositioning techniques at planned operating bases given sortie production requirements, threat, and storage and transportation capabilities.

4.14.6. Ensure shipping, receiving, and transporting activities at losing and gaining bases know predirect shipping requirements. These activities identify shortfalls or limitations in the capability to ship, receive, or transport munitions.

4.14.6.1. Update execution plans according to existing capabilities. Use predesignated readiness or operational conditions to activate this phase of relocation.

4.14.6.2. Include movement requirements in the applicable time-phased force and deployment data (TPFDD).

4.14.7. MAJCOMs and Numbered Air Forces track munitions requirements and distribution. They initiate munitions movements not already covered by tactical movement or predirected shipping. MAJCOM ACPs and Regional ACPs serve as consolidated command points of contact with intertheater and intratheater support organizations.

### 4.15. MAJCOM Command Overflow and PACER FLEX.

4.15.1. HQ USCENTAF, HQ AFSOUTH, HQ PACAF, HQ ACC, TACPs, and HQ USAFE must identify to OO-ALC/LIW how much each unit's WRM munitions requirements come from CONUS stocks or production. They use CAS software to match MAJCOM prepositioning requirements with on-hand MAJCOM balances to determine theater shortfalls.

4.15.2. Once MAJCOMs determine these shortfalls, they submit to OO-ALC/LIW, using CAS-A/C software and output as specified in the CAS Operators Manual (OM) and Users Manual (UM):

- Unit (Name).
- SRAN (Receiving).
- NSN.
- DODIC.
- Nomenclature.
- Quantity.
- Required delivery date (RDD).
- Tonnage.
- Port of Debarkation (POD).
- Surface or Air movement.
- Authorized WRM level (for each command

overflow requirement).

- In-theater assets (for each item having a command overflow requirement).

4.15.3. OO-ALC/LIW sources MAJCOM shortfall requirements, assures TPFDD transportation support, and publishes an approved USAF support plan for each MAJCOM OPlan.

4.15.4. OO-ALC/LIW:

4.15.4.1. Includes the format of the plan in the CAS UM and OM.

4.15.4.2. Coordinates support plans with the affected operational command.

4.15.4.3. Satisfies the planned requirements of the operational commands as far as possible, including worldwide redistribution and asset realignment, and delivery of substitute munitions when preferred assets are not available.

4.15.4.4. Makes sure all command overflow and PACER FLEX shipments reflect the actual receiving SRAN and, when possible, the shipping SRAN, in addition to such data as:

- Sequence of execution.
- Required delivery date (RDD).
- Port of embarkation (POE).
- Port of debarkation (POD).
- Type of movement.

4.15.4.5. Develops support plans based on approved time-phased requirements. These requirements come from the wartime aircraft activity (WAA) file approved for the planned year.

4.15.4.6. Makes every effort to minimize stress on the transportation system while fulfilling the actual requirements of the supported command by time period.

**NOTE:** The US Transportation Command (USTRANSCOM) and a time-phased force and deployment list (TPFDL) help achieve feasible asset transportation flow.

4.15.4.7. Includes outload and receipt capacity of **break bulk** points, ports, and receiving units in support plans to ensure all the munitions that are scheduled to arrive within a specified time period can be off-loaded and stored for use.

4.15.4.8. Makes sure that MAJCOM munitions requirements do not exceed the total command

requirements listed in the nonnuclear consumable annual analysis (NCAA) and approved exceptions thereto.

4.15.4.9. Reviews and updates OPlans on a quarterly basis with the MAJCOMs. Joint review ensures MAJCOM awareness of beddown and other planned operational changes.

4.15.4.10. Calls a MAJCOM munitions resupply planning conference, if required, as part of the Air Force Munitions Logistics Steering Group (AFMLSG). These conferences help resolve planning problems and establish proper scenarios for combat resupply operations.

4.15.5. All executing activities maintain plans with changes as they occur. They must ensure fully current and executable information is available to the single manager for conventional ammunition (SMCA), OO-ALC/LIW, MAJCOMs, and shipping and receiving units. For example, when a command calls forward an item into the theater of operation, the executing activity accordingly reduces the command overflow, PACER FLEX, or predirect balances for that item, as applicable.

4.15.6. MAJCOM personnel identify to OO-ALC/LIW assets the MAJCOM need to support PACER FLEX requirements. OO-ALC/LIW:

- Sources these requirements after meeting all command overflow.
- Provides the result via CAS to the respective MAJCOMs and updates the Joint Operations Planning and Execution System (JOPES) with sourcing requirement data..

4.15.6.1. The commands provide planned in-bound asset data to each base for wartime receipt planning during the command planning cycle update.

#### 4.16. Shipping Munitions.

4.16.1. Commands formally submit call-forward for munitions to OO-ALC/LIW with an information copy to HQ AFMC/LGT.

4.16.2. Send the request at least 90 calendar days before the call-forward month.

4.16.3. MAJCOMs formally submit their peacetime requisitions early enough for assets to be sent by surface transportation.

4.16.4. OO-ALC/LIW:

- Reconfirms supply support for all items. Schedules shipment in coordination with HQ Army Armament Munitions and Chemical Command (AMCCOM) and commensurate with MAJCOM RDDs.
- Consolidates requirements into shipload segments and asks to have a ship brought on berth on the date necessary to meet the munitions' RDD.
- Submits the request to HQ AMCCOM, SMCA, and the Military Traffic Management Command (MTMC) area command, which in-turn submits the actual ship request to Military Sealift Command (MSC).
- Dispatches the ship planning message to the various activities, listing the munitions call-forward

planned for a given ship and estimated overseas arrival date.

4.16.5. The ship planning message serves as a cargo offering to MTMC for routing purposes. MTMC automatically releases the requisitioned items for movement from the supply source to the scheduled vessel and port.

4.16.6. The various plants and depots transmit a report of shipment (REPSHIP) to the consignee and all concerned on the planning message.

4.16.7. The REPSHIP provides detailed data the planner and the consignee need to prepare for receipt.

#### **4.17. Standard Logistics Packages.**

4.17.1. Standard Air Munitions Packages (STAMP) enable selected tactical air units to deploy rapidly and operate from locations without prepositioned munitions. Sortie rates and configurations dictate the period of support.

4.17.2. In addition to STAMP, USAF has configured afloat prepositioned ships (APS) to give commanders greater deployment flexibility by reducing early airlift requirements. APS allows munitions to move rapidly from one region to another as priorities or circumstances dictate.

#### **4.18. Munitions Supervisors.**

4.18.1. Munitions supervisors preplan how to effectively and rapidly employ personnel and resources to meet sortie rates and diverse munitions loads outlined in current OPlans. Supervisors must know total munitions requirements before sound planning takes place.

4.18.2. The unit war consumables distribution objective (WCDO) in Annex D, Appendix 6, of various OPlans; the unit prefrag; and actual air tasking orders (ATO) (**frags**) give information on consumable requirements. These documents outline what munitions to preposition, assemble into a combat configuration, and ship or receive at designated times.

4.18.3. Munitions logistics planners coordinate with unit and munitions supervisors using AFP 136-13, *Conventional Munitions Employment Planning*, to develop wartime and emergency OPlans.

### **Section D--War Reserve Stocks for Allies (WRSA)**

#### **4.19. Purpose.**

4.19.1. WRSAs comprise US military service-owned stocks intended for use only in emergencies to make up for shortfalls in allied ATOs. Higher headquarters must WRSA release to allies during peacetime.

4.19.2. Agencies controlling WRSA and memorandum of understanding (MOU) stocks use these guidelines when developing Joint Operating Instructions (JOI) with allied nations.

#### **4.20. Managing WRSA.**

4.20.1. Manage WRSA assets on a separate stock record account because item prices are constrained to the item's original acquisition cost or the approved negotiated WRSA price.

4.20.2. Manage the WRSA inventory similar to other Air Force WRM munitions.

- Apply the same security measures to WRSA authorizations, levels, quantities, and other parameters as you would to WRM.

- Keep WRSA at allocated levels.

- Identify shortfalls to the MAJCOM for resolution.

- Maintain WRSA as you would Air Force stocks.

4.20.3. Never use WRSA assets to satisfy other requirements (RDO, training, and so on) without MAJCOM approval. Report to the owning MAJCOM any action initiated at the local level that changes the identity or serviceability of WRSA assets.

4.20.4. When the regional ACP asks the Theater Ammunition Control Point (TACP) to release WRSA stocks, the TACP may transfer assets either in-mass to the allied user or selectively based on allied ATO shortfalls. Restrictions on the release of items:

- Do not release munitions excluded by

MAJCOM (such as air intercept missiles) without MAJCOM approval.

- Do not exceed dollar value (congressional authority) assigned to the WRSA.

- Stop releasing WRSA assets when you reach the assigned dollar value. Obtain release authority and process additional requirements through Foreign Military Sales (FMS).

4.20.4.1. Apply the Memorandum of Agreement (MOA) or other authorizing document between the US Government and the allied country when selling assets designated as WRSA in a military emergency.

4.20.4.2. Proper authority may direct munitions accounts to release munitions other than WRSA under a follow-on MOU to support allied shortfalls.

#### **4.21. Release or Transfer Procedures.**

4.21.1. On receiving a RDO for WRSA or MOU release, affected bases prepare two sets of DD Form 1348-1-4PT, **DOD Single Line Item Release/Receipt Document**, in accordance with AFM 67-1, Volume 1, for all FMS transactions. Bases complete both sets reflecting data required in columns 1 through 80, item nomenclature (in block X), and weight and cube. Include the dollar amount of individual items and total costs. Distribute documents as follows:

4.21.1.1. Set One:

- Copies numbers 1 and 6: Retained by the distribution point (shipper).

- Copies numbers 2 and 3: Placed inside the number 1 shipping container. See note.
- Copy number 4: Placed inside the packing list envelope attached to the outside of the number 1 container.
- Copy number 5: Sent to the activity designated in the , DOD Manual 4000.25-8, *Military Assistance Program Address Directory (MAPAD)*, to receive the DD Form 1348-1-4PT.

**NOTE:** When selecting and prepacking containers for shipment, insert copies numbers 2, 3, and 4 in the packing list envelope on the outside of the container. On consolidated shipments, attach copies numbers 2 and 3 to the shipment pack for each individual requisition and

place copies inside the number 1 shipping container.

#### 4.21.2. Set Two:

- Notice of availability required. Mail six copies to the address designated in MAPAD, DOD Manual 4000.25-8, as the recipient of the notice of availability.
- Notice of availability not required. Airmail six copies to the address designated in MAPAD, DOD Manual 4000.25-8, as the recipient of DD Form 1348-1-4PT.
- For Canada, airmail the second set along with one copy of Department of Commerce (DC) Form 7525V, **Shipper's Export Declaration**, to the consignee indicated in the supplementary address, DD Form 1348-1-4PT.

## Chapter 5

### Disposition of Munitions Assets

#### ★5.1. General Information.

5.1.1. All nonnuclear munitions, missiles, and their components will be retained in the Air Force inventory as long as there is a requirement and the assets are serviceable, or economically repairable or recoverable.

5.1.2. All nonnuclear munitions, missiles, and their components, whether they remain usable or have been designated as unserviceable, will be managed in accordance with AFMAN 91-201, *USAF Explosives Safety Standards*. However, operations involving munitions designated as hazardous waste will be managed in accordance with applicable Resource Conservation and Recovery Act (RCRA) requirements. If any RCRA requirement conflicts with AFMAN 91-201, the affected installation must immediately consult with the appropriate state or regional regulatory agency. Disputes must be elevated at once through the chain of command, as well as referred to installation legal offices for possible resolution. In resolving such conflicts, life protection will be the primary concern of the decision maker.

#### ★5.2. Procedures.

5.2.1. Each base must ensure effective age-dated (shelf or service life) asset use. If there is no MAJCOM requirement, T.O. 11A-1-10 must be complied with by identifying and reporting such assets to the Air-to-Surface Product Group Manager (PGM) at Ogden ALC, or the Air Superiority PGM at Warner-Robins ALC, when they are within 730 days of the expiration date. MAJCOMs must assure these assets are consolidated at munitions storage areas supporting EPA-permitted thermal treatment units (TTU) (see paragraph 5.2.7) prior to shelf or service life expiration.

5.2.2. Base guidance:

5.2.2.1. When serviceable nonnuclear munitions, missiles, and related explosive components become excess at base level, the Munitions Accountable Systems Officer (MASO) will coordinate with munitions inspector(s) to determine the appropriate condition code ("A", "B", "C", or "D"). The MASO will then forward an AF Form 191 **Ammunition Disposition Report** (ADR), (or Combat Ammunition System (CAS) equivalent), to the parent MAJCOM asking for intra-command disposition instructions. This allows the MAJCOM to comply with paragraph 5.2.4.1.

5.2.2.2. When nonnuclear munitions, missiles, and related explosive components become unserviceable at base level and the item(s) cannot be assigned a condition code "E", "F", or "G", the munitions inspector(s) will assign a condition code "J" to the item(s) and the MASO will forward an ADR (or CAS equivalent) to the appropriate PGM.

5.2.2.3. ADRs must include, as a minimum, the following information:

- ADR number
- Date submitted
- National stock number (NSN)
- Lot number(s), if applicable
- Condition code "J", "A", "B", "C", or "D"
- Quantity
- Reason for reporting

**NOTE 1:** For reporting purposes, the "J" condition code is as defined in DOD 5160.65-M, Appendix F: "Material in stock that has been suspended from issue, pending condition classification or analysis, where the true condition is not known....may contain formerly

serviceable assets that became unserviceable by reason of being reserved for test, or shelf or service life has expired" (condition code "P" will not be used in lieu of condition code "J").

**NOTE 2:** Presently, CAS is not programmed to accept serviceable condition codes when asking the PGM for disposition of serviceable excess. Until the system is changed, CAS units will assign the "J" code, but indicate "serviceable excess" and the true condition in the ADR remarks.

**NOTE 3:** ADRs are exempt from the assignment of a reports control symbol (RCS).

5.2.2.4. If there is no MAJCOM need for a serviceable excess asset, the MAJCOM forwards the original ADR (or CAS equivalent) to the PGM, requesting disposition instructions.

5.2.2.5. If the PGM's response to an ADR directs shipment to another installation, the MASO will assure compliance with these instructions within 60 days.

5.2.2.6. If the PGM has no alternative disposition for the munition(s), the base will receive notification to dispose (see paragraph 5.2.3.3.). At that time, base munitions inspector(s) take action to identify the munition(s) as hazardous waste, assign condition code "H", and segregate it (them) from serviceable munitions (**NOTE:** Munitions designated as hazardous waste may be considered segregated by being physically separated from serviceable stocks in munitions storage facilities).

5.2.2.7. Unless specific agreements have been worked out with another base or service, the MASO immediately notifies the MASO at the appropriate MAJCOM regional TTU (see paragraph 5.2.7.) of intent to ship. Notification should include the AF Form 191 information noted above. MASO response within five (5) working days is required. If the TTU is unable to treat the munition at that time, the TTU MASO advises when the munition(s) may be shipped or he or she consults with the parent MAJCOM and advise where (alternate TTU or demilitarization contractor) the munition(s) may be shipped. The originating MASO will ensure that shipping instructions are carried out within 60 calendar days of receipt and that inventory actions are taken to reflect the transfer. Since the material has been designated as hazardous waste, its movement must be in accord with RCRA rules.

5.2.2.8. Local disposal of nonexplosive (inert) munition components will be at the discretion of base munitions inspectors. A limit of \$1,000 per quarter, per federal supply class, will apply. In the event unusually expensive components (e.g., the SUU-25 has a unit cost of \$1557.00) become unserviceable, parent MAJCOMs may authorize local disposal.

5.2.3. ALC guidance.

5.2.3.1. The product group managers (OO-ALC/LIW and WR-ALC/LKG) are the only persons who may

designate (must be in writing) those personnel who are authorized to identify munitions as hazardous waste.

5.2.3.2. PGMs will direct redistribution via a redistribution order (RDO) of excess serviceable items to satisfy world-wide requirements. RDOs will be coordinated with the applicable MAJCOMs.

5.2.3.3. PGMs will identify and maintain applicable change actions to the Repairable Item Movement Control System (RIMCS) and basic reparability data in the CAS Indicative Data Record (IDR) file.

5.2.3.4. PGMs will receive and process ADRs (AF Form 191 or CAS equivalent). The product group managers will establish a central ADR processing function to ensure alternative uses of reported munitions are fully considered before authorizing disposal. The PGM processing function will provide disposition instructions within 60 calendar days after receipt of an ADR. These instructions may direct shipment to any of the following locations: a base from a different MAJCOM; a storage location; a repair/recovery/recycling facility; an Army or Navy location; a foreign military sales destination; or (as a last resort) a disposal site. If instructions are not provided within the 60-day time frame, the originator will initiate follow-up action on day 61 and will submit monthly follow-ups until receiving disposition instructions.

5.2.4. MAJCOM munitions staffs will:

5.2.4.1. Receive and process base serviceable excess ADRs.

5.2.4.2. Direct the redistribution of command excesses to satisfy requirements that are within total command allowances.

5.2.4.3. Specify hazardous waste munitions regional TTUs. When a TTU is unable to process disposal requests, identify an alternate TTU or disposal method (e.g., civilian contractor, etc.).

5.2.5. HQ Air Force Materiel Command munitions personnel may authorize local redistribution or delivery to a TTU of excess items that have been used in research and development projects or tests if project managers cannot economically return them to a standard configuration.

5.2.6. Base or organizational commanders may approve the disposal or destruction of a munition or explosive item that constitutes an immediate danger to human life or property. The base MASO must inform the appropriate PGM when a munition or explosive is found to be immediately dangerous and the condition is not a result of misuse or mishandling. This provides for proper production lot suspension or restriction actions to be taken. As directed by T.O. 11A-1-1, the PGM will take prompt action to advise users that the lot has been suspended or restricted.

5.2.7. Air Force TTUs are those facilities which, by qualifying for RCRA permit status (or interim status), may dispose of munitions. With few exceptions, this will

be accomplished by open burning or open detonation (OB/OD). HQ USAF/CE will provide MAJCOMs a list of these TTUs and their capabilities. MAJCOMs will use this list to designate appropriate regional TTUs for each of their bases (see paragraph 5.2.4.3.).

5.2.7.1. The MASO at a base or location supporting a TTU will be responsible for receipt, storage, accountability, and proper reporting of munitions shipped to, from, or treated at the TTU.

5.2.7.2. When condition code "H" munitions are received at a TTU, they will be segregated from any serviceable munitions at the site. RCRA rules (see paragraph 5.3.) apply, and unless the facility has RCRA-permitted storage status, treatment must be accomplished within 90 days of the date the originating-base munitions inspector initially assigned the hazardous waste designation (see paragraph 5.2.2.6.).

5.2.7.3. When treatment is completed, the MASO supporting a TTU must be informed so that he or she can notify the appropriate PGM that the munition has been removed from the inventory.

5.2.8. The RCRA applies to conventional military ordnance operations. Protecting the environment is a national priority and environmental protection agencies at all levels of government stress compliance by military agencies. The treatment of waste munitions by OB or OD raises much concern. Installations adhere proactively and abide by appropriate state and federal RCRA permit requirements governing demilitarization activities for conventional munitions and ordnance.

5.2.9. See Attachment 1 for definitions concerning RCRA issues.

### 5.3. Managing Containers.

5.3.1. Because empty munitions and missile component containers, including all-up-round (AUR) missile containers, are munitions managed items, you must maintain them on FK or FV accountable records. OO-ALC/LIW:

- Codes all Federal Supply Class (FSC) 8140 reusable containers with expendability, recoverability, reparability code (ERRC) T (XD2) when the authority for disposition rests with OO-ALC/LIW.

- Identifies accountable containers in the CAS IDR file.

- Loads basic reparability data in the CAS IDR.

- Updates the RIMCS to determine **ship to** address.

- Validates empty containers in the CAS IDR

every six months.

5.3.2. Empty munitions and missile component containers are identified by a specific container NSN, model number, serial number, and item technical order.

5.3.3. The container becomes an integral part of the asset stored in it by losing its identity when it contains munitions or missile items..

5.3.4. After removing assets from their packaging, the owning or using organization turns-in the empty containers.

5.3.5. Organizations need not turn-in containers due to munitions removed for temporary maintenance.

5.3.6. The MASO consumption issues the container from accountable records when required for build-up operations.

5.3.7. Base activities may keep enough empty munitions containers on hand to break down all built-up complete rounds.

5.3.8. If you need extra containers for day-to-day operations, contingency plans, or other uses, the owning or using activity establishes a special level.

5.3.9. The FK or FV munitions activity manages, controls, and reports empty munitions containers (XD2 - ERRC Code T), as identified in the RIMCS (SBSS activities) or with basic reparability data in the IDR file (CAS activities).

5.3.9.1. Under normal conditions, the MASO does not store empty containers. Return as directed all excess serviceable and repairable containers using an economical shipment quantity.

5.3.9.2. Ship repairable containers according to the RIMCS or IDR (reparability data) instructions.

5.3.9.3. Ship serviceable excess containers to the same addressees unless otherwise notified.

5.3.9.4. If an XD2 container NSN is not listed in the CAS IDR file or in the RIMCS, the MASO notifies OO-ALC/LIW for instructions.

5.3.9.5. If the MASO doesn't receive shipping information within 60 calendar days, he or she submits follow-up action to OO-ALC/LIW.

5.3.10. FK or FV accountable records don't track ERRC XB3 and XF3 munitions containers. Dispose of these containers the same as you would other munitions residue. Retain enough of these containers to breakdown all built-up complete rounds.

5.3.11. Inspect and certify as "empty" all munitions containers per TO 11A-1-60, *General Instruction Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to, or Containing Explosives*, before complying with disposition instructions or sending containers to DRMO.

5.3.12. The MASO inventories empty munitions, missile component, and AUR containers with scheduled custody account or account inventories. The MASO directs turn-in of empty containers not found on accountable records and resolves the condition for the unreported items.

### 5.4. Managing CAD and PAD Casings.

5.4.1. CAD and PAD casings (all expired shelf or service life munitions items) unfired items will be turned in by the user organization to the MASO as unserviceable. They will be shipped according to automatic shipping instructions in CAS or reported and

disposed of as directed by the product group manager at OO-ALC/LIW. Once fired, a CAD or PAD item loses its identity and is considered munitions residue. Therefore,

inspect the item in accordance with TO 11A-1-60 and dispose of accordingly.

## Chapter 6

### MANUAL OPERATIONS FOR CONVENTIONAL MUNITIONS

#### Section A--General Information

**6.1. Purpose of This Chapter.** This chapter establishes manual inventory management procedures for munitions accounting during operations when you can't use automated accounting methods.

6.1.1. This chapter prescribes manual operations for requisition, receipt, inspection, stock control, inventory, issue, turn-in, shipment, disposition, and reporting of munitions assets.

**6.2. Scope of Guidance.** This guidance applies to all US Air Force combatant and support agencies engaged in manual munitions accounting.

**6.3. Security Classification.** Apply the security classification guidance in the Air Force Munitions Security Classification Guide when using manual munitions accounting and management techniques. If conflicts arise with specific item security classification guides, the specific guides take precedence.

#### Section B--Responsibilities

**6.4. MAJCOM and Unit.** MAJCOMs with a mobility commitment or OPlan tasking must ensure tasked units can operate all munitions functions and accounts manually. Test the manual process at least once a year.

6.4.1. The parent MAJCOM and individual unit develop manual accounting procedures for peacetime operations, as required.

6.4.1.2. MAJCOMs consider joint operations and command environments when preparing supplemental manual accounting procedures. Coordinate these procedures with the unified and specified commander before publishing.

6.4.2. Base munitions personnel must know how to manually operate the munitions function when the automated system cannot support base-level or MAJCOM requirements, or meet mission needs and operational taskings. Units switch to manual operations when:

- Directed by higher headquarters.
- Automated support is disrupted for an

extended period (because of battle damage, site power outage, hardware or software problems, and so on) and post-post procedures can't cover the extended period.

6.4.2.1. Report to the parent MAJCOM when the unit switches over to manual operations.

6.4.3. In combat and contingency areas, the MASO refers to AFI 21-203 procedures.:

**6.5. Objectives of The Munitions Flight.** The mission of munitions flight is to safely but responsively store, maintain, handle, inventory, manage, and assemble munitions components into combat configurations as specified by air tasking orders and support redistribution orders as directed by the RACP or TACP.

#### 6.6. Deviations and Changes.

6.6.1. The squadron commander may deviate from the policy in this instruction when necessary to accomplish the mission. However, asset visibility remains tantamount during combat support operations.

6.6.2. The commander need not obtain authorization to implement deviations. If the deviations are likely to be long-term, tell the RACP or TACP why you implemented the deviations in order to assess whether they might apply to other units.

6.6.3. In cases where higher headquarters does not specifically outline policy, unit personnel must comply with technical data and locally established criteria.

**6.7. Requirements Forecasting.** Munitions requirements and forecasting is not normally required because manual accounting is only implemented during contingencies. When the MAJCOM TACP directs forecasting, follow the guidance in this AFI and specific procedures provided by the MAJCOM during the forecasting cycle.

#### 6.8 Forecasting Stock Levels.

6.8.1 When forecasting is implemented, the MAJCOM provides procedures for posting manual Air Munitions Forecast (Peacetime Conventional Ammunition Requirements), RCS: HAF-LGS(A)9452 levels.

6.8.2 The WRM level is the quantity of items required to meet the operational requirements. It varies according to the length of time for which levels are forecast: 10 days, 20 days, or longer based on up the contingency situation.

6.8.2.1. In many cases you can get the WRM level from the unit's War Consumables Distribution Objective (WCDO). Post the quantity in the **AUTHORIZED QUANTITY** field of AF Form 2009-1, **Manual Supply**



**Accounting Record.** The form becomes classified once this information is filled in.

6.8.3 To establish a level on an item not authorized by the WCDO, use the stockage level (for example, CAD or PAD fixed quantities for inadvertent fires). Post this level in the **AUTHORIZED QUANTITY** block.

## Section C--Munitions Requisitioning, Receiving, and Inventories

**6.9. Munitions Requisitioning.** Follow the procedures in AFI 21-203 for contingency operations.

6.9.1. The requisition number is composed of:

- The six digit FK or FV account number.
- The Julian date.
- A four-position serial number beginning with

0001 each day.

6.9.1.2. The last eight positions (Julian date and serial number) are controlled on AF Form 36, **Supply Document Register (Manual)**.

6.9.2. For each requisition:

- Consider QUP when preparing requisitions.
- Indicate nomenclature, DODIC, RDD, and

reason for ordering.

- Establish a register to track each requisition or due-in, listing NSN, requisition and due-in number, quantity, source of supply or shipper, and status.

6.9.3. Submits follow-ups, by message to the last known source of supply, according to the assigned priority:

- Priorities 01 through 03: 10 days from the date requisitioned.
- Priorities 04 through 06: 20 days from the date requisitioned.
- Priorities 07 through 15: 30 days from the date requisitioned.

## 6.10 Receiving Requirements.

6.10.1. Process receipts within 5 work days and report them as on-hand in the condition code assigned by the inspection section. If you can't determine the condition code within 5 work days, use the condition code from the shipping document.

6.10.2 If a shipment required submittal of a SF 364, file a copy with the applicable receipt.

6.10.3 Report any items received under another unit's document number on the D15 using the actual shipping document number. Assign a local document number for posting to AF Form 2009-1, and for filing. When assigning the local document number, cross-reference the actual shipping document number in the remarks block of the AF Form 36.

## 6.11. Munitions Inventories.

6.11.1 Before submitting inventory adjustments for approval, research, identify, and correct the cause of the

discrepancy, and trace the transaction history since the last inventory.

6.11.1.1. Use a locally prepared inventory research worksheet or the applicable AF Form 2009-1. On a locally prepared worksheet, include at least the NSN, nomenclature, recorded and inventory balances, and a record of research actions. Cross-reference the worksheet, or AF Form 2009-1, and file it with the inventory adjustment voucher. Fill out the AF Form 2009-1 as per AFM 67-1 and the following munitions-peculiar guidelines:

- If the NSN is not available, enter the FSC and part number in the **STOCK NO** block.

- Enter the DODIC in the **FUND CODE** block.

- Enter the source of supply (e.g., FG5, FLZ, etc.) in the **ROUTING IDENTIFIER** block.

- If items are stored in one site, enter the site number in the **LOCATION** block. If multiple locations, enter **AFTO 15**.

- Enter the WRM or other type levels in the **AUTHORIZED QUANTITY** block.

- Enter the NSN of interchangeable or substitute items in the **INTERCHANGEABILITY DATA** block.

- Use the document number from the AF Form 36 in the **DOCUMENT NUMBER** block.

- Bring down the entries in the **SERV** and **UNSERV** columns for each transaction regardless if the transaction affects the balances. For contingencies, consider condition codes **E** and **N** as serviceable. Make these entries in ink.

- Track inbound assets for the NSN in the **DUE-IN** column. May be in pencil and should be reconciled against the off line requisition or due-in register.

- Keep track of outbound assets posted and quantity reduced from the **SERV** and **UNSERV** columns, but not yet left the storage area or base in the **DUE-OUT** column. May be in pencil and should be reconciled with the outbound shipping register.

6.11.2 Prepare AF Form 85, **Inventory Adjustment Voucher**, for all verified overages, shortages, and items not found on record. The MASO certifies this document and the Logistics Group commander or equivalent approves it. Fill out AF Form 85 in accordance with AFM 67-1 and the following munitions-peculiar directions:

- Annotate lot and/or serial numbers under the NSN in the **STOCK OR PART NO.** column.

- Post the AF Form 85 actions to the respective AFTO Forms 15. Annotate the AF Form 85 accordingly in the **POSTED BY AND DATE** block.

6.11.3 When you submit inventory adjustment documents for approval, attach a copy of the research worksheet and an explanation for the adjustment.

6.11.4 Do not process inventory adjustments until you have properly completed your research, including a

recount, transaction history, screening active and inactive AFTO Forms 15, and so on.

6.11.5 Drop from the record any munitions lost due to an aircraft accident using AF Form 85 procedures. Use the aircraft mishap report as authority for the inventory adjustment.

## **Section D--Issues, Turn-Ins, and Shipments**

### **6.12. Processing Issues.**

6.12.1. Except during combat operations or emergencies, don't issue munitions until you prepare all documentation and do the required inspections.

6.12.1.1 Post transactions on AF Form 2009-1 using the proper D15 transaction number.

6.12.2. Make consumption or custody issues using DD Form 1150 or AF Form 2005.

6.12.2.1. You may courtesy-store custody issued assets if custodians don't possess enough secure facilities or adequate storage and sufficient space exists in the MSA..

6.12.2.2. Certify all expenditures and submit the certification to the MASO each time custody munitions are expended, consumed, or installed.

6.12.3. Control consumption issues of items requiring DIFM control, (time change) on AF Form 2009-1. Use a suspense file to monitor them. Review the suspense file weekly and track the status of assets until the DIFM is cleared.

6.12.4. You need initial issue letters for any munitions managed item (DIFM) when a repairable replacement is not available. Use the certified issue request if it explains the reason for initial issue.

6.12.5. Consumption issue any components initially required to build an AUR munitions item (primarily AIM and AGM). When the AUR is assembled, turn it in using the assigned AUR NSN. Turn in the components of any AUR scheduled to be torn down.

6.12.6. Control repairable components issues for AUR missiles under DIFM control.

### **6.13. Processing Turn-Ins.**

6.13.1. Use DD Form 1150 and/or AF Form 2005 for turn-ins.

6.13.2. The organization making a turn-in attaches all required maintenance documentation to the item.

6.13.3. Turn in replaced time change items (CAD or

PAD) within 15 days of receiving the serviceable item(s).

6.13.4. Turn in to the munitions storage area any munitions found on base or removed from transient aircraft. The MASO determines if a special inventory is required to establish accountability.

### **6.14. Processing Shipments.**

6.14.1 Prepare munitions shipments in MILSTRIP format on DD Form 1348-1-4PT in accordance with AFM 67-1. Volume 1. If appropriate, copy the voucher number from the AF Form 36 to block 15 of the DD Form 1348-1-4PT. Also, have the transportation management office representative sign the DD Form 1348-1-4PT when munitions personnel pack the shipment.

6.14.2. Use the code **SRACT** and **CONTR** for contractor repair in columns 41 through 45 of the USAF Ammunition Transaction Report, RCS: HAF-LGS(D)7109. Non-CAS users submit this report on a daily basis to their respective MAJCOM and to OO-ALC/LIW via AUTODIN. This report is designated emergency status code C-1 -- Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.

6.14.3. Return unserviceable missile components to the applicable depot, priority 02/999, in a full standard pack when possible.

6.14.4. Shippers report shipments processed and awaiting transportation to the MAJCOM at their discretion. Use the DUE-OUT column on AF Form 2009-1 to keep track of the total quantity due-out for shipping. Establish a register to track each shipment not yet departed, listing NSN, shipping document number (TCN), quantity, **ship to** address (DODAAC/SRAN), and status.

6.14.5. Attach DD Form 1348-1-4PT hand receipt to all shipments of munitions that have classified or sensitive controlled item codes (CIC 1, 2, 5, 6, 8, C, S, AND T).

6.14.5.1. An authorized individual signs DD Form 1348-1-4PT when the property is physically transferred.

6.14.5.2. File the original copy of the DD Form 1348-1-4PT with the completed shipping document.

6.14.5.3. Prepare DD Form 1348-1-4PT (hand receipt) in the following format:

PRINT POSITION	DESCRIPTION
1-80 (1st line)	Same as DD Form 1348-1-4PT shipping document
ITEM	DESCRIPTION
B, C, D (2nd line)	Controlled item code phrases
B, C, D (3rd, 4th line)	HAND RECEIPT CLASSIFIED OR SENSITIVE ITEM HANDLING
K, L, M, N, O, P, Q, R	I hereby acknowledge receipt for materiel identified on the face of this form.
U	Signature
X	Organization
Y	Date

## Section F--Document Control, Reporting, and Forms

### 6.15. Document Control.

6.15.1. Maintain the document control file in document number sequence.

6.15.1.1. The document number has eight positions and is controlled on AF Form 36. It is comprised of:

- The Julian date.
- A four-position serial number beginning with

0001 each day.

6.15.1.2. Requisition and shipments are preceded with the SRAN.

6.15.1.3. The file need not be separated by transaction.

6.15.2. The MASO must approve all **correct** posting transactions affecting any D15 reporting changes.

6.15.3. Procedures on AF Form 68 apply to manual accounting.

### 6.16. Reporting: Who Reports, When, Where, and How.

6.16.1. The MASO of each Air Force, ANG, and AFRES stock record account number (SRAN) reports each accountable transaction using the USAF Ammunition Transaction Report, RCS: HAF-LGS(D)7109, Attachment \* processed against their SRAN. This report is designated an emergency status code of C-1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to assure arrival on the established due dates. Continue reporting during MINIMIZE.

6.16.2 Bases will report within 1 duty day after a transaction occurs. The Major Command (TACP) updates the CAS-C daily or more frequently as directed by HQ USAF/LGMW.

6.16.3 Bases submit reports directly to the parent MAJCOM. **Exception:** During contingencies, units report in accordance with AFI 21-203, *Deployed Combat Ammunition Operations*.

6.16.3.1. At MAJCOM option, information copies of reports may be provided to intermediate commands for management and planning purposes.

6.16.4. For manual reporting purposes, serviceable items include condition codes A, B, C, D, K, L, and N; and unserviceable include E, F, G, H, J, and M.

6.16.4.1. Attachment \*\* contains specific instructions for constructing the data elements for Ammunition Reporting Management System (ARMS) reports; Attachment \*\*, gives the report format; and lists reporting transaction codes and applicable Army and Navy SRANs.

6.16.4.2. Reporting activities submit reports by AUTODIN according to AFM 171-100, Volume 1, *Automated Data Systems (ADS) Standards*. If AUTODIN or computer processing facilities are not available for more than 3 duty days, reporting activities advise the receiving activity and request reporting instructions.

6.16.5. As soon as notified manual accounting starts, OO-ALC/LIW, through the MAJCOM, provides reporting instructions and specifies the medium for reports transmission.

6.16.6. Reporting units maintain back-up copies of all transmittal listings, tapes, floppy disks, messages, and so on for at least 30 days, or longer if directed by the MAJCOM.

### 6.17. Reporting: Command Processing.

6.17.1. MAJCOMs that operate and maintain a command level CAS-C system process received reports:

6.17.2. The munitions staff serves as the office of primary responsibility (OPR). The OPR coordinates with the data automation activity to schedule reports processing.

6.17.3. The OPR follows the guidance in AFM 136-823, *Combat Ammunition System - Command File Server (CAS-C): D078X/ZX Users Manual*.

6.17.4. The system OPR receives all reports, corrects all errors, and arranges for any processing required. Make every effort to process all reports within 24 hours of receipt.

6.17.5. The report receiving activity may request resubmittal.

### 6.18. Special Reporting Instructions.

6.18.1. For USAF Ammunition Transaction Report, RCS: HAF-LGS(D)7109, reporting purposes, condition code

(CC) N and CC D assets are considered as serviceable stock balances.

6.18.2. Don't use transaction Codes 94, 95, 96, 97, 98, and 99 unless directed by the MAJCOM.

6.18.3. Report shipments as soon as you produce the shipment paperwork.

6.18.4. MAJCOMs request Financial Inventory Accounting (FIA) on the dollar value of munitions account as required.

### 6.19. Manual Forms.

6.19.1 The governing directives and this AFI provide information on how to complete forms required for manual account munitions accountability.

6.19.2. AF Form 2009-1 serves as the general ledger for munitions item transactions and is an accountable record.

6.19.2.1. Number the cards consecutively beginning with 1. The front side is A and the back side is B (1A, 1B, 2A, 2B, and so on).

6.19.2.2. Make up a separate AF Form 2009-1 for each item issued on custody. The custody AF Form 2009-1 and appropriate AFTO Forms 15 follow the stock record set.

6.19.2.3 You may use another AF Form 2009-1 to track assets on custody. File in the custody jacket folder and annotate the AF form 2009-1 in the jacket file as **NOT AN ACCOUNTABLE RECORD**.

6.19.3. The following transactions and their corresponding forms and records are accountable and must be filed in document control:

- Receipts (DD Form 1348-1A, **Issue**

**Release/Receipt Document**, and so on).

- Issues (DD Form 1348-1A, DD Form 1150,

and so on).

- Shipments (DD Form 1348-1A, DD Form 250,

**Material Inspection and Receiving Report**, and so on).

- Turn-in (DD Form 1150, AF Form 2005, DD

Form 1348-1A, and so on).

- Inventory Adjustments (AF Form 85).

- AF Form 160, **Stock or Price Change**

**Voucher**.

- Condition code changes (serviceable code

changes to an unserviceable code or vice versa; see note).

**NOTE:** Change of condition code within the same group (serviceable/unserviceable) does not require a posting entry.

6.19.4. The following forms help in managing the account:

- AFTO Form 15.
- AF Form 36.
- AFTO Form 102.

6.19.5. Required entries on forms are minimum requirements. Additional entries may be added at the MASO's discretion.

6.19.6. It is recommended, but not mandatory, you enter the inspection report number (AFTO Form 102), ADR number, if applicable, and D15 report number on all accountable documents.

6.19.7. See AFI 21-201 for how to prepare the AFTO Form 15 and AFTO Form 102.

### 6.20 Contingency Reporting.

6.20.1. Use Deployable CAS (CAS-D) procedures as outlined in AFI 21-203 and AFM 136-533, *Deployable CAS End Users Manual*, as a means by which inventory status and consumption data are reported during hostilities, emergencies, and exercises. CAS-D provides the ability to monitor critical munitions affecting war fighting capability.

6.20.1.1. Reported munitions status can be used to support Joint Material Priorities and Allocations Board (JMPAB) requests.

6.20.1.2. CAS-D information can be included in the Munitions Status Report (MUREP) by all unified and specified commands tasked under the MUREP regulation (JCS Pub 25) as the Air Component portion of their status.

6.20.1.3. CAS-D does not replace RCS: HAF-LGS(D)7109 or ARMS reconciliation (A03) report for SBSS units, or outgoing AUTODIN or DDN for CAS functions. When the capability exists, bases and commands continue to process these reports in support of long-term peacetime and wartime munitions objectives.

JOHN M. NOWAK, Lt General, USAF  
DCS/Logistics

## GLOSSARY OF REFERENCES, TERMS, ACRONYMS, AND ABBREVIATIONS

### Section A -- References

AFCAT 21-209 - *Ground Munitions*  
 AFI 21-201 - *Inspection, Storage, and Maintenance of Nonnuclear Munitions*  
 AFI 21-203 - *Deployable Ammunition Operations Procedures*  
 AFI 21-206 - *Global Asset Positioning Program*  
 AFI 25-101 - *War Reserve Materiel (WRM) Program Guidance and Procedures*  
 AFI 25-201 - *Host-Tenant Support Responsibilities of US Air Force Organizations*  
 AFI 31-209 - *Air Force Resource Protection Program*  
 AFI 36-704 - *Discipline and Adverse Actions*  
 AFI 36-2201 - *Policy and Guidance for Instructional Systems Development (ISD)*  
 AFI 36-2202 - *Special Training*  
 AFI 36-2217 - *Munitions for Aircrew Training*  
 AFI 37-133, Volume 2 - *Disposition of Air Force Records - Records Disposition Schedule*  
 AFI 37-124 - *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Information Collections*  
 AFI 91-205 - *Nonnuclear Munitions Safety Board*  
 AFM 67-1, Volume 1 - *Basic Air Force Supply Procedures*  
 AFM 67-1, Volume 2 - *USAF Standard Base Supply System*  
 AFM 136-533-, *Deployable CAS End Users Manual*,  
 AFM 136-823 - *Combat Ammunition System - Command File Server (CAS-C): D078X/ZX Users Manual*  
 AFM 136-824 - *Combat Ammunition System - Base (CAS-B): D078/IS Users Manual*  
 AFM 171-100, Volume 1 - *Automated Data Systems (ADS) Standards*  
 AFM 171-824 - *Combat Ammunition System - Base (CAS-B): D078Y/IS Computer Operation Manual*  
 AFMAN 91-201 - *Explosive Safety Standards*  
 DOD Ammunition Catalog  
 DOD Cataloging Handbook H-6-1  
 DOD 4000.25-2-M - *Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)*  
 DOD Manual 4000.25-6 - *DOD Activity Address Directory (DODAAD)*  
 DOD Manual 4000.25-8 - *Military Assistance Program Address Directory (MAPAD)*  
 DOD 4160.21-M-1 - *Defense Demilitarization Manual*  
 DOD Directive 5160.65 - *Single Manager for Conventional Ammunition*  
 DOD 5200.1-R/AFI 31-401 - *Information Security Program Management*  
 TO 00-20-9 - *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*  
 TO 11A-1-1 - *Conventional Ammunition Restricted or Suspended*  
 TO 11A-1-46 - *Fire Fighting Guidance, Transportation, and Storage Management Data and Ammunition Complete Round Chart*  
 TO 11A-1-60 - *General Instruction Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to, or Containing Explosives*

### Section B -- Terms

**Accountability** -- The obligation imposed by law, lawful order, or regulation on an officer or other person to keep accurate, reliable, and auditable records of property, documents, or funds. The person with this obligation may or may not actually possess the property, documents, or funds. Accountability applies primarily to records, while responsibility applies primarily to custody, care, and safekeeping. Both the munitions operations and munitions maintenance functions have an inherent responsibility to ensure accountability is maintained.

**Air Logistics Center (ALC)** -- An AFMC operational activity that manages assigned weapon systems, equipment, or items of supply worldwide. It also provides technical and logistics support for Air Force operational units, other service agencies, and foreign military customers.

**Allocation** -- The quantity of munitions items, up to forecasted quantity, a command can expect to be available for the designated fiscal year.

**Ammunition** -- See munition.

**Ammunition Reporting Management System (ARMS)**

-- All systems that report the status of Air Force conventional ammunition items to or through the D078 system (see Combat Ammunition System). ARMS reports and transactions are provided under authority of USAF Ammunition Transaction Report, RCS: HAF-LGS(D)7109. Include both reportable (R-coded) and nonreportable (N-coded) items in RCS: HAF-LGS(D)7109 reports.

**Apportionment.**

(1) The determination and assignment of the total expected effort by percentage or priority that should go to the various air operations or geographic areas in a given period of time.

(2) The resources made available for deliberate planning. Apportioned resources are used in the development of operation plans and may be more or less than those allocated for execution planning or actual execution.

**Authorized Official** -- A representative with the expressed written authority to discard conventional explosive ordnance. For the Air Force, such officials will be designated in writing by the product group manager at the munitions and missile Air Logistics Centers. Air Force authorized officials must issue written approval before any conventional explosive ordnance may be discarded. The ordnance will be subject to RCRA regulation upon receipt of this written authorization.

**Cartridge Actuated Device (CAD)** -- A device using a self-contained removable explosive cartridge, which produces gas pressure to perform its intended function (for example, thrusters, initiators, catapults, cutters, and so on).

**Cash Collection Voucher (DD Form 1131)** -- The form an individual voluntarily uses to admit pecuniary liability for loss, damage, or destruction of public property.

**Collocated Operating Base** -- An allied airfield designated for joint or unilateral use by US Air Force wartime augmentation forces or for wartime relocation of in-theater forces. WRM assets may be prepositioned for use by these forces.

**Combat Ammunition System (CAS) (D078)** -- CAS consists of the Combat Ammunition System--Base (CAS-B) (D078Y), the Combat Ammunition System--Command (CAS-C) (D078X), and the Combat Ammunition System--Ammunition Control Point (CAS-A) (D078W).

(1) The CAS system is an independent, standard, and interactive system comprised of components and capabilities integrated horizontally and vertically at three management levels: Unit; command, air logistics centers, HQ USAF, or the Joint Staff; and the Defense Standard Ammunition Computer System (DSACS). CAS improves Air Force combat capability by providing effective strategic and tactical munitions logistics command and control (C2) at each level of combat direction or execution from the unit through the Joint Staff.

(2) CAS facilitates combat execution and management of nonnuclear munitions resources and nuclear assets. The CAS operates within its own hardware environment as a separate, standard, independent, and interactive combat data automation system and secure communications network. It is TEMPEST certified and secured to process data classified through SECRET. It replaces the Standard Base Supply System (SBSS) hardware and software combination.

(3) CAS-A/C operates within the Worldwide Military Command and Control System (WWMCCS). WWMCCS permits all USAF Ammunition Control Point (ACP) operations to communicate directly with each other and with respective unified, specified, or Joint Staff commander and the service headquarters immediately.

(4) Deployable CAS is designed for use in contingency environments. See AFI 21-203, *Deployable Ammunition Operations Procedures*, for further information.

**Command Overflow** -- War reserve materiel assets identified for prepositioning by MAJCOMs, but which the command cannot store or maintain. Command overflow is normally stored in the continental United States.

**Commander** -- The squadron, detachment, or operation commander, for the purposes of this instruction. Squadron section commanders may not delegate authority as specified here.

**Condition Code** -- A one digit alpha character identifying the current serviceability status of ammunitions as well as all other DOD commodities. Condition codes, sometimes called serviceability codes, are established by DOD 4000.25-2-M, *Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)*. Code definitions can be found in AFI 21-201, *Inspection, Storage, and Maintenance of Nonnuclear Munitions*.

**Consumption Issue** -- An limited issue of munitions needed for immediate installation as listed in TO 00-20-9

(CAD, PAD, and life support items), for immediate use, or for end-item repair.

**Conventional Munitions** -- Includes solid propellants, explosives and pyrotechnics, riot control agents, smokes and incendiaries used by DOD components. Includes bulk munitions, rockets, missiles, devices, and compounds thereof. Excludes wholly inert items, toxic chemical agents and munitions, liquid propellants, and nuclear warheads and devices.

**Custody** -- The responsibility for the control of, transfer and movement of, and access to weapons and components. Custody also includes maintaining accountability for weapons and components.

**Custody Issue** -- Issue of munitions to an organization for other than immediate use whereby ownership and possible control is given to the receiving organization.

**Defense Logistics Service Center (DLSC)** -- Central control and monitoring point for the Federal cataloging system. • Prepares cataloging tools (handbooks, manuals, federal item identification guides, master cross-reference lists), processes assignment of national stock numbers (NSN), and maintains complete master data files on all NSNs.

**Demilitarization** -- The act of removing the military offensive or defensive advantages of ammunition and explosives, which may or may not include the disposal of the item. The term encompasses various approved methods such as mutilation, destruction, or alteration to prevent further use for its originally intended military purpose, including the procedures used by EOD units, civilian munition destroyers, and properly certified contract personnel. It applies equally to material in serviceable or unserviceable condition.

**Department of Defense Activity Address Directory (DODAAD)** -- List of all Department of Defense Activity Addresses and Stock Record Account Numbers (SRAN).

**Department of Defense Ammunition Code (DODAC)** -  
- Number composed of the four-digit Federal Supply Class (FSC) and a four-character DOD identification code (DODIC). Example: 1325-M377.

**Department of Defense Item Code (DODIC)** -- Four-character code assigned by the Defense Logistics Service Center (DLSC) to specific munitions or components and other items that qualify under the criteria of DOD Cataloging Handbook H-6-1. Consists of one letter followed by three numerals; or two letters followed by two numerals. Example: A919 or AA19.

**Discard** -- An item of conventional explosive ordnance meets the definition of "discarded material" in 40 CFR 261.2(a)(2) when (a) an authorized official records in writing the determination that the ordnance will be discarded rather than retained as an item of military ordnance, and (b) this written authorization is received by the MASO or the munitions inspector where the ordnance is located.

**Discrepancy** -- Disagreement between the amount or condition of assets on hand and the amount or condition of such assets on records. This may be either a disagreement between quantities actually received in a shipment and those recorded on the release and receipt document or a disagreement between the stock record and other accounting record balances and the result of a physical count or inventory.

**Disposal** -- The process of redistribution, transferring, donating, selling, abandoning, destroying, or other disposition of DOD property (DOD 4160.21-M-1, *Defense Demilitarization Manual*). The discharging, depositing, injecting, dumping, spilling, leaking, or placing of any solid waste or hazardous waste into or on any land or water so that such solid waste or hazardous waste or any constituent thereof may enter the environment or be emitted into the air or discharged into any waters, including any ground waters (40 CFR 260.10).

**Disposition** -- The process of determining what action to take with respect to further use of a given item. It does not mean discard or disposal. NOTE: Priority consideration should be given to any disposition method or process that results in resource recovery or recovery of materiel.

**Document Number** -- A 14-digit reference number assigned to a requisition or a release or receipt document that identifies the transaction throughout the logistics system until retirement of the document is authorized in official reports of audit.

**Emergency Issue** -- Issue of munitions to an organization that cannot comply with routine issue procedures or processing time requirements.

**Expendability, Recoverability, Reparability, Cost Designator (ERRCD)** -- Designates the expendability status, level of repair, and cost category for a munitions item. The first position of the ERRCD identifies the expendability of the item (X - expendable, N - nonexpendable); the second position identifies the highest authorized repair level (B - user, F - field, D - Depot); and the third position identifies the cost category (1, 2, or 3).

**Expenditure-Per-Sortie-Factor (EPSF)** -- This factor is derived by multiplying the percentage of total aircraft sorties allocated to a specific role, times the percentage of the sorties that carry a specified munitions, times the percentage of munitions expended on each sortie. This methodology does not apply to air-to-air missiles.

**Explosive** -- See explosive ordnance.

**Explosive Ordnance** -- Any chemical compound, mixture or device, whose primary purpose is to function by detonation or deflagration with instantaneous release of heat and gases. The term is not limited to those materials or items to be used against an enemy, but includes those utilizing propellants, explosives, and pyrotechnics in such applications as illumination, signaling, catapulting personnel or material, mining, cutting, and demolition.

**Explosive Safety License** -- A license to store explosives within operational buildings or locations.

**Facilities** -- Industrial property (other than material, special tooling, special test equipment, and military property) used for production, maintenance, research, development, or test. Facilities include real property and rights therein, buildings, structures, improvements and plant equipment.

**Hazardous Waste** -- A solid waste that exhibits any of the characteristics of hazardous waste (ignitability, corrosivity, reactivity, and toxicity) or is a listed hazardous waste under RCRA (40 CFR 261.3). Note, however, that because a munition is unserviceable, it is not necessarily a hazardous waste.

**Hold For Reason** -- Temporarily holding recovered ordnance for a purpose other than treatment. These purposes include such things as evidence in law enforcement proceedings and accident investigations, technical evaluation by EOD personnel, and other purposes unrelated to being held for treatment. Also, includes material identified to be held for Research and Development (R & D) requirements.

**Host Base** -- An Air Force base designated to furnish specified supplies to tenant and other organizations through an appropriate accountable officer.

**Interface.**

(1) A boundary or point common to two or more similar or dissimilar command and control systems, subsystems, or other entities across which necessary information flows.

(2) A common aspect of two or more data systems involving the capability of intersystem communication or a common boundary between automatic data processing systems or parts of a single system.

**Inventory** -- Military ordnance stored in a serviceable condition, ready for issue and use, or unserviceable stocks pending maintenance or disposition instructions. Includes industrial components and raw materials for production use and other explosive ordnance classified in unserviceable condition, pending resolution of disposition instructions.

**Inventory Adjustments** -- Adjustments to stock record balances resulting from inventory adjustment document or stock change voucher actions.

**Inventory Control** -- Phase of military logistics which includes managing, cataloging, requirements determination, procurement, distribution, overhaul, and disposal of materiel. Synonymous with materiel control, materiel management, inventory management, and supply management.

**Item Management** -- The tasks and processes of selecting, acquiring, and maintaining materiel, controlling inventory, and providing central materiel logistic support. Typically includes determining materiel requirements (quantitative), budgeting, master repair scheduling, distributing and redistributing munitions, initiating procurement, planning, using, and disposing of inventory, packaging and transporting assets, and improving production materiel.

**Item Manager (IM)** -- An individual with management responsibility for one or more specific items of material.

**Locally Assigned Ammunition Reporting Code (LARC)** -- An interim DOD Item Code (DODIC)-type number consisting of two letters and two numerals assigned by the services.

**Logistics Marking and Reading Symbols (LOGMARS)** -- The employment of electronic devices (optical scanning equipment and technology) and special functional procedures to process data within the Combat Ammunition System (CAS) with barcode symbols.

**Lot Number** -- An alphanumeric series of characters assigned to each ammunition lot at the time of manufacture, assembly, or modification. The number uniquely identifies the particular lot and provides for **cradle to grave** visibility. The lot number allows AFMC and MAJCOMs to target suspected hazardous ammunition by manufacturer and date of manufacture.



**Master Subsidiary Relationship Code (MSRC)** -- A four-position code used by item managers to group like items for Air Munitions Forecast (Peacetime Conventional Ammunition Requirements) RCS: HAF-LGS(SA)9452, purposes. The first three positions of the MSRC are the same for all items within a master and subsidiary group. If the fourth position of the MSRC is an **A**, that item's National Stock Number (NSN) is the master item NSN within the group. Subsequent items are coded alphabetically (**B**, **C**, **D**, and so on).

**Munitions** -- A complete device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological, or chemical material for use in military operations, including demolitions. Certain suitably modified munitions can be used for training, ceremonial, or nonoperational purposes. Also called ammunition. NOTE: In common usage, "munitions" (plural) can be military weapons, ammunition, and equipment. See also explosive ordnance.

**Munitions Accountable Systems Officer (MASO)** -- An individual obligated to exercise due care and observe legal and administrative restrictions for property in his or her custody. The MASO accounts for, manages, and reports munitions items in an FB, FK, FV, or FZ account. This term is synonymous with Munitions Accountable Supply Officer (MASO), Munitions Logistics Officer (MLO), and Airmunitions Material Management Officer (AMMO).

**Nonnuclear Consumables Annual Analysis (NCAA)** -- Serves as the basis for air munitions War Reserve Materiel (WRM) planning and programming approved forces for five consecutive fiscal years. Documents the assumptions and methodologies used in computing conventional air munitions requirements. Identifies near-term primary munitions requirements and out-year planning levels by MAJCOM totals. Published by HQ USAF/XOOTM and distributed to MAJCOMs and other designated agencies.

**Nontactical Munitions** -- Munitions not used to train tactical aircrews. Includes munitions for small arms training, base defense, air and sea rescue, disaster preparedness training, emergency destruction, explosive ordnance disposal (EOD) operations, survival kits, and so on.

**Open Burning (OB)** -- Combustion of propellants, explosives, and pyrotechnics (PEP) or explosive ordnance without control of combustion air, containment of the combustion reaction in an enclosed device, or control of the emission of gaseous and particulate combustion products (40 CFR 260.10).

**Open Detonation (OD)** -- Unconfined, violent reaction of propellants, explosives, and pyrotechnics (PEP) or explosive ordnance without the control of combustion air, containment of the combustion reaction in an enclosed device, or control of the emission of gaseous and particulate combustion products.

**Order and Shipping Time (O&ST)** -- The time between when an activity initiates a stock replenishment action and when it receives the materiel.

**Ordinance** -- See explosive ordnance.

**Peacetime and WRM Requirement Allocation (PWRA)** -- Renamed to Theater Munitions Program (TMP). When the total projected availability of ammunition and explosives is insufficient to meet all MAJCOM War Reserve Materiel (WRM) and Air Munitions Forecast (Peacetime Conventional Ammunition Requirements), RCS: HAF-LGS(SA)9452, HQ USAF/XOOT and LGMW develop and publish an allocation of available and projected available assets. The final allocation is called the HQ USAF Theater Munitions Program (TMP).

#### **Pecuniary Liability.**

(1) A personal, joint, or corporate monetary obligation to make good any lost, damaged, or destroyed property resulting from fault or neglect. It may also result under conditions stipulated in a contract or bond.

(2) The statutory obligation of an individual to reimburse the government for loss or improper application of funds or property arising from his or her failure to exercise assigned responsibilities.

**Pipeline Time** -- The number of calendar days between the date a requisition is initiated and the date the consignee receives the materiel.

**Predirect** -- To store munitions at selected in-theater locations previously malpositioned at another location. Predirected moves are preplanned movements of munitions to bases to satisfy WRM requirements that cannot be stored by the using unit.

**Prepositioning Objective** -- The quantity of munitions assets MAJCOMs plan to maintain in-theater for near-term requirements. This quantity reflects guidance provided by HQ USAF in the War and Mobilization Plan, Volume 1 (WMP-1), and the NCAA.

**Propellant Actuated Device (PAD)** -- A device using propellant. The propellant provides a source of gas pressures to perform an intended function; for example, impulse cartridges, delay cartridges, squibs, and so on.

**Quantity Per Shipping Container (QSC)** -- For ammunition and explosives, the minimum quantity the wholesale source of supply prefers to ship for a requisition. The source may ship a lesser quantity when specifically requested. For ammunition and explosive items, the quantity per unit pack (QUP) code provided by the Stock Number User Directory (SNUD) (D071) corresponds to the QSC. When the SNUD provides a QUP code Z, the initiator adjusts the requisition quantity to the nearest single or multiple of the QSC.

**Range** -- Designated air, land, or water areas used to test and evaluate ordnance and weapons systems, and to train personnel in their use and handling. For the purpose of this guidance, the term "range" includes impact areas, firing lines and positions, and all areas set aside and managed for employment of explosive ordnance.

**Realignment** -- The shipping of those in-theater munitions that are either malpositioned at bases or need alternate storage locations. A using organization must have a requirement for the munitions and enough available storage space.

**Redeployment** -- Transfer of a unit, individual, or supplies from one area to another area, to another location within the area, or to the zone of interior for the purpose of further deployment.

**Research, Development, Test, and Evaluation (RDT&E) Ordnance** -- Ordnance utilized in performance of RDT&E mission. It may be standard munitions undergoing comparison tests, standard items modified to gather information, or items generated for various ammunition components for RDT&E purposes.

**Resource Conservation and Recovery Act (RCRA)(42 USC 6901 ET SEQ)** -- The federal law which establishes the requirements for management of hazardous waste. RCRA sets specific requirements for hazardous waste generators, transporters, and owners or operators of hazardous waste treatment, storage, and disposal facilities. (See 40 CFR, Parts 260-271.)

**Resource Recovery and Disposition Facility (RRDF)** -- A munitions collection facility where personnel receive munitions and determine their final disposition.

#### **Responsibility.**

(1) The obligation to carry forward an assigned task to a successful conclusion. With responsibility goes authority to direct and take the necessary action to ensure success.

(2) The obligation for the proper custody, care, and safekeeping of property or funds entrusted to the possession or supervision of an individual.

**Restricted Munitions** -- Items not expected to perform satisfactorily under all conditions but may be used safely within certain prescribed limitations.

**Retrograde** -- Ammunition designated by MAJCOMs as no longer required to meet mission requirements and need to be redistributed out of country or theater.

**Risk Management** -- The process of managing security risks to automated data processing (ADP) throughout the life cycle of the Combat Ammunition System--Base (CAS-B). It consists of risk analysis, certification, and approval.

**Safety Level** -- The quantity of materiel, in addition to the operating level of supply, that must be on hand to permit continuous operations if there's a minor interruption in normal replenishment or an unpredictable fluctuation in demand.

**Safing** -- As applied to weapons and ammunition, the changing from a state of readiness for initiation to a safe condition.

**Security** -- With respect to classified matter, it is the condition that prevents unauthorized persons from having access to official information that is safeguarded in the interests of national security

**Service Life** -- Length of time an item can remain installed in operating configuration or in actual usage.

**Shelf Life** -- The length of time during which an item of supply, subject to deterioration or having a limited life which cannot be renewed, is considered serviceable while stored. NOTE: The expiration date for shelf life on munitions items with only the month and year listed is the last day of the month.

**Shipment** -- Transfer to another stock record account, except for on-base stock issues. Use shipment transaction codes **53** and **63** to establish the Ogden Air Logistics Center's (OO-ALC) controlled in-transit features of the D078 reporting system.

**Shortfall** -- The lack of forces, equipment, personnel, materiel, or capability, reflected as the difference between the resources identified as a plan requirement and those apportioned to a combatant commander for planning, that would adversely affect the command's ability to accomplish its mission

**Single Manager for Conventional Ammunition (SMCA)** -- The responsibility assigned to the Secretary of the Army by the Secretary of Defense for the procurement, production, supply, maintenance, and renovation of conventional ammunition within the DOD. DOD Directive 5160.65, *Single Manager for Conventional Ammunition*, provides specific responsibilities, functions, authorities, and relationships.

**Site System Administrator (SSA)** -- The individual responsible for the overall day-to-day operation and care of the CAS-B host computer. The munitions function unit commander for each CAS-B host computer site appoints each SSA in writing.

**Standard Air Munitions Package (STAMP)** -- A logistics entity consisting of a prescribed quantity of optimized conventional munitions drawn from war reserve materiel assets, stored in the continental United States as an air transportable package, and designed as initial support for a particular weapon system for a specific period under combat operating conditions.

**Standard Base Supply System (SBSS)** -- Standard, automated inventory management system used to account for all base-managed US Air Force logistics commodities (including air munitions for non-CAS activities). This title denotes the collective interactions of supply procedures, processing routines, and the S1100/60 computer functions as a unified system to cope with base supply workloads.

**Standard Tanks, Racks, Adapters, and Pylons Package (STRAPP)** -- An air-transportable package made up of a prescribed quantity of tanks, racks, adapters, and pylons in PACER FLEX, used to support specific tactical fighter and reconnaissance weapons systems.

**Statement of Charges (DD Form 362)** -- This form is used when an airman or civilian, of their own volition, admits pecuniary liability for loss, damage, or destruction of public property.

**Stock Record Account Number (SRAN)** -- A six-position code used within the D078 Ammunition Reporting Management System (ARMS), transportation, CAS, and supply operations to identify base locations and various supply documents.

**Table of Allowance (TA)** -- An equipment allowance document that prescribes basic allowances of organizational equipment.

**Tactical Air Missile Program (TAMP)** -- This document portrays air-to-air missile requirements and

allocations in support of Weapons System Evaluation Program (WSEP), training, testing, and War Reserve Materiel (WRM) requirements, by MAJCOM.

**Thermal Treatment** -- The treatment of explosive ordnance which uses elevated temperatures as the primary means to change the chemical, physical, or biological character or composition of the explosive ordnance (40 CFR 260-10). Examples of thermal treatment processes are incineration, static firing, molten salt, pyrolysis, calcination, wet air oxidation, open burning, open detonation, and microwave discharge.

**Thermal Treatment Unit (TTU)** -- A facility which has a RCRA permit (40 CFR 264, part B, subpart X) for treatment of munitions.

#### **Time Compliance Technical Order (TCTO).**

(1) An authorized directive issued to provide instructions to Air Force activities for accomplishing one-time changes, modifications, inspection of equipment, or installation of new equipment.

(2) An action requirement specified by a technical order (TO) which specifies a stated time period or by an "as of" date by which a required action must be completed.

**Times** -- (C-, D-, M-days end at 2400 hours Universal Time (zulu time) and are assumed to be 24 hours for planning.) The Chairman of the Joint Chiefs of Staff normally coordinates the proposed date with the commanders of the appropriate unified and specified commands, as well as any recommended changes to C-day. L-hour will be established per plan, crisis, or theater of operations and will apply to both air and surface movements. Normally, L-hour will be established to allow C-day to be a 24 hour day.

a. **C-Day.** The unnamed day on which a deployment operation commences or is to commence. The deployment may be the movement of troops, cargo, weapon systems, or a combination of these elements using any or all types of transport. The letter "C" will be the only one used to denote the above. The highest command or headquarters responsible for coordinating the planning will specify the exact meaning of C-day within the aforementioned definition. The command or headquarters directly responsible for the execution of the operation, if other than the one coordinating the planning, will do so in the light of the meaning specified by the highest command or headquarters doing the planning.

b. **D-Day.** The unnamed day on which a particular operation commences or is to commence.

c. **M-Day.** The term used to designate the unnamed day on which full mobilization commences or is due to commence.

d. **H-Hour.** The specific hour on D-day at which a particular operation commences.

e. **L-Hour.** The specific hour on C-Day at which a deployment operation commences or is to commence.

**Transaction** -- Any action changing serviceable or unserviceable balance or peacetime operation level.

**Treat** -- To change the physical, chemical, or biological character or composition of a material in order to recover energy, render material less hazardous or nonhazardous, or reduce the material's volume (40 CFR 260-10).

**Turn-In** -- Return of assets by using organizations to the appropriate stock record account.

**Unit Committed Munitions List (UCML)** -- A document provided by a MAJCOM that lists the primary, support, and limited use munitions for which each unit is tasked.

**Unserviceable Munition** -- An ordnance item which, in its current condition, requires a surveillance or maintenance action to further define disposition. In some instances, the unserviceable item will be unable to perform the function for which it was originally designed and procured. Since repair or restoration may be an option, designation as unserviceable does not necessarily mean condemned.

**US Air Force Ammunition Control Point (USAF ACP)** -- The Air Force activity responsible for worldwide control of conventional ammunition. Ogden Air Logistics Center (OO-ALC) is the assigned control point for all ammunition.

**US Air Force Tactical Missile Control Point (USAF TMCP)** -- The Air Force activity responsible for worldwide control of missiles. Warner-Robins Air Logistics Center (WR-ALC) is the assigned control point for all conventional missiles.

**War Consumables Distribution Objective (WCDO)** -- A document prepared by MAJCOMs to identify the authorized quantities of war consumables (non-munitions and ground fuels) to support USAF wartime missions. See AFM 28-0740, Volume V. For munitions, the document distributes assets allocated to theater by TAMP and TMP.

**War Reserve Materiel (WRM)** -- Materiel required, in addition to mobility equipment and primary operating

stocks, to support wartime activities reflected in the US Air Force War and Mobilization Plan until the industrial base has generated sufficient deliveries to equal planned wartime consumption. See AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*, and the *Air Force Munitions Security Classification Guide*.

**War and Mobilization Plan (WMP)** -- The Air Force supporting plan to the Joint Strategic Capabilities Plan. The six volumes of the WMP extend through the Future Years Defense Program to provide continuity in short- and mid-range war and mobilization planning. It provides current planning cycle policies and planning factors for the conduct and support of wartime operations. It establishes requirements for development of mobilization and production planning programs to support sustained contingency operations of the programmed forces. The WMP encompasses all functions necessary to match facilities, manpower, and materiel with planned wartime activity. Some of the volumes used by munitions personnel include:

**(WMP-1).** This volume is the basic plan that provides MAJCOMs and HQ USAF staff agencies with a single source of current doctrine, policies, and guidance for mobilization planning and the conduct and support (including WRM) of all conditions of warfare.

**(WMP-3).** Displays force disposition and availability based on Air Force Program and the Joint Strategic Capabilities Plan (JSCP).

**(WMP-4).** Wartime Aircraft Activity (WAA). Portrayed by operating location, gives planned aircraft activity required to implement each approved aircraft deployment, employment, and support operation plan.

**(WMP-5).** This volume represents the approved HQ USAF position on sortie rates, duration, and flying hour requirements to support the US Air Force programmed and mobilization force levels.

**War Reserve Stocks for Allies (WRSA)** -- A Department of Defense program to have the Services procure or retain in their inventories those minimum stockpiles of materiel such as munitions, equipment, and combat essential consumables to ensure support for selected allied forces in time of war, until future in-country production and external resupply can meet the estimated combat consumption.

**Section C -- Acronyms and Abbreviations**

ACP	Ammunition Control Point
AD	Armament Division
ADR	Ammunition Disposition Report
AFCAS	Air Force Combat Ammunition System
AFCOMAC	Air Force Combat Ammunition Center
AFEOC	Air Force Emergency Operations Center
AFLANT	Air Force Atlantic
AFMC	Air Force Materiel Command
AFMLSG	Air Force Munitions Logistics Steering Group
AFO	Accounting and Finance Office
AFRES	Air Force Reserve
AFSC	Air Force Specialty Code
AFSOUTH	Allied Forces, Southern Europe
AGM	Air-to-Ground Missile
AIM	Air Intercept Missile
ALC	Air Logistics Center
AMCCOM	Army Armament Munitions and Chemical Command
ANG	Air National Guard
ATO	Air Tasking Order
AUR	All Up-Round
AUTODIN	Automatic Digital Network
BIF	Base Information File
C2	Command and Control
CAD	Cartridge Actuated Device
CAMS	Core Automated Maintenance System
CAS	Combat Ammunition System
CAS-A	Combat Ammunition System--Ammunition Control Point
CAS-B	Combat Ammunition System--Base
CAS-C	Combat Ammunition System--Command
CAT	Crisis Action Team
CC	Condition Code
CCB	Configuration Control Board
CENTAF	Central Air Force
CIC	Controlled Item Code
CINCPAC	Commander in Chief, Pacific Command
COB	Collocated Operating Base
COMSEC	Communications Security
CONUS	Continental United States
CRC	Complete Round Code
CRD	Complete Round Dictionary
DG	Defense Guidance
DIFM	Due-In From Maintenance
DIREP	Difficulty Report
DIS	Defense Investigative Service
DOD	Department of Defense
DODAAD	DOD Activity Address Directory
DODAC	DOD Ammunition Code
DODEE	DOD Element of Expense
DODIC	DOD Identification Code
DP	Defense Plan
DRMO	Defense Reutilization and Marketing Office

DSACS	Defense Standard Ammunition Computer System
EOD	Explosive Ordnance Disposal
EPSF	Expenditure Per Sortie Factor
ERRC	Expendability, Recoverability, Reparability Code
EWO	Emergency War Order
FMS	Foreign Military Sales
FOB	Found On Base
FOD	Foreign Object Damage
FY	Fiscal Year
GCU	Guidance and Control Unit
HW	Hazardous Waste
IAV	Inventory Adjustment Voucher
IDR	Indicative Data Record
IM	Item Manager
IPD	In-Place Date
JMPAB	Joint Materiel Priorities and Allocation Board
JOI	Joint Operating Instruction
JSCP	Joint Strategic Capabilities Plan
LARC	Locally Assigned Ammunition Reporting Code
LOC	Lines of Communications
LOGMARS	Logistics Marking and Reading Symbols
LP	Local Purchase
LRC	Logistics Readiness Center
LSC	Load Standardization Crew
MAJCOM	Major Command
MAPAD	Military Assistance Program Address Directory
MASO	Munitions Accountable Systems Officer
MICAP	Mission Capability
MIL-STD	Military Standard
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MMHE	Munitions Materiel Handling Equipment
MOU	Memorandum of Understanding
MSA	Munitions Storage Area
MSC	Military Sealift Command
MSI	Maintenance Support Issue
MSRC	Master Subsidiary Relationship Code
MTMC	Military Traffic Management Command
MWR	Morale, Welfare, and Recreation (Services)
NAF	Nonappropriated Fund
NCAA	Nonnuclear Consumables Annual Analysis
NCOIC	Noncommissioned Officer in Charge
NMCS	Not Mission Capable Supply
NOCM	Nuclear Ordnance Commodity Management
NSN	National Stock Number

OB	Open Burning
OC-ALC	Oklahoma City Air Logistics Center
OD	Open Detonation
OI	Operating Instruction
OIC	Officer in Charge
OM	Operators Manual
O&M	Operations and Maintenance
OO-ALC	Ogden Air Logistics Center
OPlan	Operation Plan
OPR	Office of Primary Responsibility
ORI	Operational Readiness Inspection
OSI	Office of Special Investigations
OT&E	Operational Test and Evaluation
PACAF	Pacific Air Forces
PAD	Propellant Actuated Device
PEC	Program Element Code
PMO	Program Management Officer
PMCS	Partial Mission Capable Supply
POD	Port of Debarkation
POE	Port of Embarkation
PPBS	Planning, Programming, and Budgeting System
PREPO	Prepositioning
QSC	Quantity Per Shipping Container
QUP	Quantity Per Unit Pack
RCS	Reports Control Symbol
RCRA	Resource Conservation and Recovery Act
R&D	Research and Development
RDD	Required Delivery Date
RDO	Redistribution Order
RDT&E	Research, Development, Test, and Evaluation
REPSHIP	Report of Shipment
RIF	Reportable Items File
RIMCS	Reparable Item Movement Control System
RRDF	Resource Recovery and Disposition Facility
RSP	Render-Safe Procedures
SA	Site Administrator
SA-ALC	San Antonio Air Logistics Center
SBSS	Standard Base Supply System
SDT	Second Destination Transportation
SIOP	Single Integrated Operational Plan
SMCA	Single Manager for Conventional Ammunition
SNUD	Stock Number User Directory
SRAN	Stock Record Account Number
SSA	System Site Administrator
SSC	Standard Systems Center
SSO	System Security Officer
STAMP	Standard Air Munitions Package
STRAPP	Standard Tanks, Racks, Adapters, and Pylons Package
SW	Director of Special Weapons
SYDP	Six-Year Defense Plan
TA	Tables of Allowance

TABBS	Theater Allocation and Buy-Budget System
TACP	Theater Ammunition Control Point
TAMP	Tactical Air Missile Program
TCTO	Time Compliance Technical Order
TDY	Temporary Duty
TMP	Theater Munitions Program
TO	Technical Order
TPFDD	Time-Phased Force and Deployment Data
TPFDL	Time-Phased Force and Deployment List
TTU	Thermal Treatment Unit
UCMJ	Uniform Code of Military Justice
UCML	Unit Committed Munitions List
UM	Users Manual
USAF ACP	US Air Force Ammunition Control Point
USAF TMCP	US Air Force Tactical Missile Control Point
USAFE	United States Air Forces in Europe
USCENTAF	US Central Command Air Forces
USCINCEUR	United States Commander-in-Chief, European Command
UTC	Unit Type Code
WAA	Wartime Aircraft Activity
WCDO	War Consumables Distribution Objective
WMP	War and Mobilization Plan
WMP-1	War and Mobilization Plan, Volume 1
WMP-3	War and Mobilization Plan, Volume 3
WMP-4	War and Mobilization Plan, Volume 4
WMP-5	War and Mobilization Plan, Volume 5
WR-ALC	Warner Robins Air Logistics Center
WRM	War Reserve Materiel
WRMO	War Reserve Materiel Officer
WRS	War Reserve Stocks for Allies
WSA	Weapons Storage Area
WSEP	Weapons System Evaluation Program
WWMCCS	Worldwide Military Command and Control System



## MAJOR CATEGORIES OF NONNUCLEAR MUNITIONS

**A2.1. Major Category A** - Munitions required to replace worn out or damaged assets. This category is based on historical data and includes:

**A2.1.1.** Security police daily issue replacement requirements to support inadvertent firings, line of duty expenditures, and replacements of worn out or damaged security police daily issues.

**A2.1.2.** Inert training items to support assets that are worn out or damaged as a result of load standardization crew (LSC), explosive ordnance disposal (EOD) render-safe procedures (RSP) training, maintenance, etc.

**A2.1.3.** Unserviceable line returns, such as 20 millimeter (MM) or 30 MM, unserviceable as a result of upload, download, and relink.

**A2.2. Major Category B** - Nonnuclear consumables annual analysis (NCAA) war reserve materiel (WRM) requirements not computed by HQ USAF. Applies to munitions and explosives not part of an aircraft weapon system. Includes munitions and explosives deployed from a home base for mobility, unit relocation, or augmentation as well as prepositioned munitions for incoming forces as appropriate.

**A2.2.1.** Forecast requirements for the single worst case operation you need to support. The forecast is not the sum of all OPlans, since the unit type code (UTC) or unit can only be deployed for one OPlan. However, if more than one UTC is assigned and each is tasked in more than one OPlan, or is subject to possible notional tasking, then the total forecast is the sum of the worst cases for each UTC if deployed simultaneously.

**A2.2.2.** WRM individual weapons and ammunition can be used in wartime for weapons familiarization and qualification training, as well as deployment of new inductees, mobilized reservists (active or inactive), and mobilized retirees. WRM stocks can also be used in wartime for individuals who must deploy with a weapon and ammunition and as central stocks for active and reserve augmentees to the security police.

**A2.3. Major Category C** - Peacetime static level (non-WRM and nonconsumable). This category includes all items on hand but not expected to be consumed.

**A2.3.1.** Internal security and protection, office of special investigation (OSI), command post, air crew self defense, and other munitions and explosives needed on hand, but not expected to be expended.

**A2.3.2.** Inert training munitions not normally consumed during use, as authorized in Table of Allowance (TA) 816.

**A2.3.3.** Disaster preparedness munitions.

**A2.4. Major Category D** - Peacetime consumable munitions. This category should include all items that you expect to consume.

**A2.4.1.** Higher headquarters inspections, such as inspector general, operational readiness, tactical evaluation, and so on.

**A2.4.2.** Munitions used in exercises. outlined in directives that authorize the expenditure of munitions. Includes close air support to non-US Air Force activities. Generally, the US Air Force participating activities have a limited role and participate to better simulate a combat environment.

**A2.4.3.** Munitions used in firepower demonstrations as directed by base level or higher headquarters.

**A2.4.4.** Munitions used for air crew training associated directly with aircraft and authorized by AFI 36-2217, *Munitions for Aircrew Training*.

**A2.4.4.1.** The MAJCOM offices of primary responsibility (DO or equivalent) for AFI 36-2217 forecast for all assigned units. Tenants are covered by their parent MAJCOM regardless of the unit's location.

**A2.4.4.2.** MAJCOMs submit their forecasts using the CAS CRCs as specified in HQ USAF or USAF ACP guidance.

**A2.4.5.** Anticipated expenditures for training authorized in AFCAT 21-209 and daily operational use requirements, such as range cleanup, RSP, and so on.

**A2.4.6.** Load crew and munitions build-up training requirements authorized for expenditure, such as arming wire, ferrules, and so on.

**A2.4.7.** Munitions for small arms training. Usually, the base firing range conducts this training as authorized in AFCAT 21-209. Includes ground fire ammunition for heavy weapons training and security police field-training exercises not otherwise forecasted.

**A2.4.8.** Munitions for other training. For example: training for disaster preparedness, destruction of classified materials, and so on.

**A2.4.9.** Munitions for life support. Land, air, and sea rescue, and humanitarian mission operational requirements.

**A2.4.10.** Weapon and aircraft functional system requirements. Includes such items as impulse cartridges, engine starter cartridges, ammunition for small arms functional checks, and so on.

**A2.4.11.** Munitions for ceremonies, animal control, functional requirements, and small arms range certification.

**A2.5. Major Category E.** Munitions for projects. Assets are required to support research, development, and test.

**A2.5.1.** Special Projects.

**A2.5.2.** Initial Operational Test and Evaluation (IOT&E) and Development Operational Test and Evaluation (DOT&E). Use requirements Code: KB.

**A2.5.3.** Follow-on Operational Test and Evaluation (FOT&E) and Qualification Operational Test and Evaluation (QOT&E). Use Requirements Code: KC.

**A2.5.4.** SEEK EAGLE testing. Use Requirements Code: KD.

**A2.5.5.** Other testing directed by HQ US Air Force, USAF ACP, TMCP, or MAJCOM.

**A2.6. Category F.** Requirements are worst case over and above those allocated WRM munitions in the NCAA base case. Example: If OPlan 2200 requires 6,000 general purpose bombs and OPlan 2348 called for 8,000, then the difference is considered category F. Do not base the requirement on the total of all contingency OPlans supported, as this would overstate the true requirement at individual bases. For example, if base X OPlan number 1 (worst case) is implemented, then OPlan number 2 cannot be supported.

**A2.7. Major Category G.** WRM levels computed by HQ USAF using the NCAA process. HQ USAF provides this input to the USAF ACP and classifies it accordingly. NCAA developed requirements include near-year and out-year requirements for each theater, plus identified war reserve stocks for allies (WRSA), and PACER FLEX. In-place or deploying ACC forces do not report WRM munitions required to support overseas commands, since HQ USAF provides them to the ACP. (WMP-1, annex E, also applies.)

**A2.7.1.** Ammunition and explosives for deployment from a home base to their operating locations. Includes aircraft-related munitions necessary for mobility, unit relocation, or augmentation forces. Includes munitions to load the fleet for deployment.

**A2.7.2.** The host base MAJCOM providing munitions support must forecast for all subordinate bases and tenant units. For tenant activities at another MAJCOM's base, the tenant unit identifies their WRM requirements to the host MASO for inclusion in the host base forecast. Tenant requirements must be included in the host base MAJCOM forecast. MAJCOMs are responsible for all allocations of category F requirements.

**A2.7.3.** Other aircraft-related munitions required by a MAJCOM but not computed by HQ USAF using the NCAA. Examples are:

- WRM munitions required for ACC CONUS-based single integrated operational plan (SIOP) forces, and AMC forces.

- In USAFE, marine location markers or 7.62 mm mixed 4 ball - 1 tracer for HH-53 rescue helicopters.

- Chaff, flares, squibs, impulse cartridges, and so on, needed to deploy the fleet or maintain alert capability, not forecasted as a static or training level.

**A2.8. Major Category M.--Prepositioning (PREPO)** ships. HQ USAF, HQ AFMC, and the USAF ACP identify requirements.

**A2.9. Major Category N.** Foreign military sales (FMS). Applicable commands, USAF ACP, and HQ USAF/PRI submit requirements.

**A2.10. Major Category P.** Air Force Combat. USAF ACP compiles requirements for MAJCOMs and using activities based on HQ USAF guidance and authorized source documents. MAJCOMs or AFMC bases don't make forecasts in this category.

**A2.11. Major Category S.** Special level. MAJCOMs must not use this category in the RCS: HAF-LGS(A)9452 forecast process.

**A2.12. Major Category Z.** STAMP requirements. HQ USAF/XOOTM identifies requirements. A portion of Central Forces (CENTAF) requirements are included in this category.

**MAJOR COMMAND ACTIVITY CODES**

0B US Air Force Academy (see note 1)  
0D US Air Forces Europe X  
0F Air Force Logistics Command (to AFMC)  
0H Air Force Systems Command (to AFMC)  
0J Air Education and Training Command X  
0K Air University (see note 1)  
0M HQ Air Force Reserve X  
0N HQ USAF  
0Q Military Airlift Command (to AMC)  
0R Pacific Air Forces X  
0S Strategic Air Command (to ACC/AMC)  
0T Tactical Air Command (to ACC)  
0U Electronic Security Command (see note 1)  
0V HQ Special Operations Command X  
0Y Air Force Communications Command (to AFMC)  
1C Air Combat Command X  
1F USAF ACP  
1L Air Mobility Command X  
1M Air Force Materiel Command X  
1R ROK WRSA (see note 1)  
1S Air Force Space Command (see note 1)  
1T AFLANT (TMP use only)  
2R Thai WRSA (see note 1)  
3X USCENTAF (see note 1) X  
3K USEUCOM (TMP use only)  
3M SOUTHCOM (TMP use only)  
3N LANTCOM (TMP use only)  
3O PACOM (TMP use only)  
3Q USSTRATCOM (TMP use only)  
4Z Air National Guard X  
9X Other (see notes 1 and 2)  
XX ROKAF (see note 1)

**NOTES:**

1. These codes are using command codes and are submitted by a reporting command. If a required command code (using or reporting) is not listed, contact the USAF ACP.
2. Include requirements for non-Air Force activities; for example, State Department, DLA-DESC, security assistance organizations, Olympic team, postal service, ROTC, and so on.

**SRANs FOR ARMY AND NAVY ROUTING IDENTIFIERS**

<b>CONSIGNEE/CONSIGNOR</b>	<b>SRAN</b>	<b>ROUTING ID</b>
ANNISTON ARMY DEPOT	Y1344	BAD
CONCORD NAVY WEAPONS STATION	Y8597	P63
CRANE ARMY AMMO ACTIVITY DEPOT	Y8686	BB2
FORT WINGATE ARMY DEPOT	Y1535	B08
HAWTHORNE ARMY AMMO ACTIVITY DEPOT	Y8735	BD2
INDIAN HEAD NAVAL ORDNANCE STATION	Y9370	P62
IOWA ARMY AMMO PLANT	Y8061	B13
JOLIET DEPOT ACTIVITY	Y8166	B15
LAKE CITY ARMY AMMO PLANT	Y8245	B38
LETTERKENNY ARMY DEPOT	Y1343	BKD
BLUE GRASS ARMY DEPOT	Y1342	B47
LONE STAR ARMY DEPOT	Y8326	B19
LONGHORN ARMY AMMO PLANT	Y8576	BHZ
MILAN ARMY AMMO PLANT	Y1195	B51
NAVAJO ARMY DEPOT	Y1347	B22
PUEBLO ARMY DEPOT	Y1531	BPD
RED RIVER ARMY DEPOT	Y1351	BRD
SAVANNA ARMY DEPOT	Y1532	B3D
SENECA ARMY DEPOT	Y1533	B4D
SIERRA ARMY DEPOT	Y1348	B2D
TOOELE ARMY DEPOT	Y1350	BTD
UMATILLA ARMY DEPOT	Y1349	B21
US ARMY PINE BLUFF ARSENAL	Y1345	AD1
McALESTER ARMY AMMO ACTIVITY DEPOT	Y8742	NC2
SEAL BEACH NAVAL WEAPONS STATION	Y8743	P71
ROCKY MOUNTAIN ARSENAL	Y1346	AKK
LOUISIANA ARMY AMMO PLANT	Y8637	B39
AF MUNITIONS NAVAL DEPOT	Y8703	---
YORKTOWN AFMSS	Y8767	---
CHARLESTON AFMSS	Y9407	

## USAF AMMUNITION TRANSACTION REPORT - RCS: HAF-LGS(D)7109

## Section A - Preparation

1. General instructions: Format USAF Ammunition Transaction Report RCS: HAF-LGS(D)7109. See Section B for report field descriptions. See Section C for a list of transaction codes and their reporting effects. Submit hand scribed reports only when no other capability exists at base or MAJCOM level.

## 2. Preparation instructions:

a. Columns 1 through 15: National Stock Number (NSN).

(1) Enter the complete NSN beginning in column 1 (including the material management code if assigned). Left justified, do not zero fill.

(2) Do not report transactions that affect locally assigned NSNs (that is, NSN having an **L** or **P** in position five of the NSN).

(3) For receipt transactions, ensure that the property is received and reported using the NSN reflected on the shipping document or invoice. If the item received differs from the NSN reflected on the shipping document or invoice, use the NSN of the actual item.

b. Columns 16 through 20: Enter the five-digit Department of Defense Activity Address Code (DODAAC) designator, also referred to as the Stock Record Account Number (SRAN). For example: FV5605 would be entered at V5605.

c. Column 21: Enter the stratified balance indicator. Manual accounts leave blank (except for D078 transactions codes **32**, **3B**, **34**, **3D**, **42**, **48**, **43**, **4C**, **45**, **4E**, **4i**, and **4H**, which must always contain a **1**).

d. Columns 22 through 25: Enter the Julian date that the ARMS report is prepared. For example: 1 February 1995 would be entered as 5032.

e. Columns 26 through 29: Enter the document number. The document number is required when a shipment or receipt transaction is reported (that is, when using D078 transaction cadet **23**, **2C**, **53**, **5C**, **33**, **3C**, **63**, and **6C**).

(1) Receipts (D078 transaction codes **23**, **2C**, **33**, and **3C**).

(a) Contains the document number assigned by the shipping activity.

(b) If sufficient documentation is not received with the shipment and the document number cannot be determined from the markings or label on the item or shipping container, enter a locally assigned document number. Personnel operating manual accounts enter the vessel name, unit line number (ULN), or the aircraft tail number. However, before this is done, check with the local transportation office to obtain a copy of the DD Form 1348-1-4PT, or any other documentation that will provide the actual document number under which the item was shipped.

(2) Shipments (D078 transaction cadet **53**, **5C**, **63**, and **6C**): Enter the document number used to process the shipment.

f. Column 40: Enter the reportability code. This column must contain either a **R** or **N** as indicated by the stock number user directory (D043). If unknown, enter **R**.

g. Columns 41 through 45: Enter the shipment to or receipt from DODAAC.

(1) Receipts (D078 transaction codes **23**, **2C**, **33**, and **3C**).

(a) Enter the DODAAC of the activity from which the material was shipped.

(b) If the material is received without enough documentation to identify the shipping activity (DODAAC), enter **NOTID** (not identifiable).

(2) Shipments (D078 transactions codes **53**, **5C**, **63**, and **6C**): Enter DODAAC of the activity to whom the shipment is being sent.

(3) Special instructions. If the materiel is being shipped to or received from:

(a) A US: Army activity or agency which has a DODAAC or SRAN listed in Attachment 4, enter the applicable DODAAC or SRAN (for example, YI344, Anniston Army Depot).

(b) A US Navy activity, enter **NAVYY**.

(c) A US Marine Corps activity, enter **MARCO**.

(d) A contractor not having an assigned DODAAC or SRAN, enter **CONTR**.

(e) A specialized repair activity not having an assigned DODAAC or SRAN, enter **SRACT**.

(f) The Army Forces of Allied Countries, enter **MAPCY**.

h. Columns 46 through 50: Enter the transaction quantity.

(1) A maximum quantity of 99,999 can be entered for a single ARMS report. If the quantity is greater than 99,999, additional ARMS reports must be submitted until the total transaction quantity is reported. A transaction quantity of 1,000,000 would require 11 ARMS reports and transactions (ten having a transaction quantity of 99,999 and one having a transaction quantity of 00010).

(2) When D078 transaction codes **94, 97, 98, and 99** are used, these columns will be left blank.

i. Columns 51 through 58: Enter the ending serviceable balance. Enter the total on-hand ending serviceable balance with the following exceptions:

(1) When D078 transaction code **94** is used, this field must contain the total special levels and additive custody account authorizations (when used).

(2) When D078 transaction code **97** is used, reports must contain the previous balance for the NSN.

(3) When D078 transaction code **98** is used, this field must contain the total WRM level quantity.

(4) When D078 transaction code **99** is used, this field must contain the peacetime operating level.

j. Columns 59 through 66: Ending unserviceable balance.

(1) The total on-hand ending unserviceable balance.

(2) When D078 transaction codes **94, 97, 98, and 99** are used, these columns are left blank.

k. Columns 67 through 72: Enter the D15 report number.

(1) Consecutively assign report numbers beginning with 000001. This signifies the first report submitted after the annual ARMS reconciliation was completed.

(2) Base or reporting activities consecutively assign report numbers in the same sequence that the transactions were processed.

l. Columns 73 through 74: Enter the command code of the using activity.

m. Columns 75 through 77: Enter the constant standard reporting designator of supported aircraft or leave blank as appropriate.

n. Columns 78 and 79: Enter the D078 transaction code (Section C).

(1) Adjusts the ending serviceable and unserviceable balances at each base or storage location.

(2) Do not use D078 transaction code **97** unless requested by the activity receiving their ARMS reports.

o. Column 80: Use a constant **B** for actual transactions.

## Section B - Field Descriptions for RCS: HAF-LGS(D)7109

FIELD DESCRIPTIONS	CARD COLUMNS
National Stock Number	1-15
Reporting SRAN	16-20
Stratified Balance Indicator	21
Julian Date	22-25
Document Number	26-39
Reportability Code	40
Ship-To/Receipt-From	41-45
Transaction Quantity	46-50
Serviceable Balance	51-58
Unserviceable Balance	59-66
Report Number	67-72
Command Code	73-74
Standard Reporting Designator (SRD)	75-77
D078 Transaction Code	78-79
Card Code	80

**Section C - Transaction Codes and Reporting Effects on USAF Ammunition Transaction Report RCS: HAF-LGS(D)7109**

TYPE	DESCRIPTION	TRANS-ACTION CODE	REVERSAL TRANS-ACTION CODE	EFFECT ON BALANCE
<b>TURN-IN (TIN)</b>				
Found on Base (FOB) TIN (Serviceable)	Return from an unknown organization	11	1A	Increase SERV Balance
Regular (Serviceable) TIN	Return from a known organization based on a consumption issue.	12	1B	Increase SERV Balance
Test TIN (Serviceable)	Return of an item once issued for test or consumption.	13	1C	Increase SERV Balance
AUR Missile (Serviceable) TIN	Missile return from a consumption issue.	14	1D	Increase SERV Balance
Disposal (Serviceable) TIN	Items returned from a disposal operation	15	1E	Increase SERV Balance
Combat/WRM (Serviceable) TIN	Items returned by an organization engaged in combat or WRM.	18	1H	Increase SERV Balance
Custody Account (Serviceable) TIN	Return of an item from custody. Always used for custody items	56	5F	Increase SERV Bal. Decrease Custody Bal.
Found on Base (TIN) (Unserviceable)	Items returned by an unknown organization	71	7A	Increase UNSER Bal.
Regular (Unserviceable) TIN	Item returned by a using organization that was consumption issued.	72	7B	Increase UNSER Bal.
Test TIN (Unserviceable)	Item returned from test that was issued consumption.	73	7C	Increase UNSER Bal.
Missile TIN	Unserviceable missile return	74	7D	Increase UNSER Bal.
Disposal (Unserviceable) TIN	Items returned from disposal operations	75	7E	Increase UNSER Bal.
Combat (Unserviceable) TIN	Items returned from combat use	78	7H	Increase UNSER Bal.
<b>RECEIPTS (REC)</b>				
Serviceable REC	SERV assets from an incoming shipment	23	2C	Increases SERV Bal
Unserviceable REC	UNSER assets from an incoming shipment	33	3C	Increases UNSER Bal
<b>ISSUE (ISU) OR EXPENDITURES (EXP)</b>				
Peacetime consumption (Serviceable)	An ISU to a user or EXP from a custody account.	42	4B	Decreases SERV Bal
Test (Serviceable)	An ISU to a user or EXP from a custody account for use during a test.	43	4C	Decreases SERV Bal

Missile Consumption (Serviceable)	An ISU to a user or EXP from custody of an AUR.	44	4D	Decrease SERV Bal.
Disposal (Serviceable)	An ISU to a user or EXP from custody of an item issued for use in disposal operations.	45	4E	Decreases SERV Bal.
Combat or WRM (Serviceable)	An ISU to a user for expenditure during combat.	48	4H	Decrease SERV Bal
To Custody Account (Serviceable)	A custody issue transferring assets from the record balance to the custody account	55	5E	Decreases warehouse stock. Increases custody account bal.
Unserviceable	An UNSER ISU for expenditure for consumption, test, and combat or WRM.	49	4I	Decreases UNSER Bal

**SHIPMENTS (SHP)**

Serviceable SHP	Shipment of assets off base	53	5C	Decreases SERV Bal
Unserviceable SHP	Shipment of assets off base	63	6C	Decrease UNSER Bal

**INVENTORY ADJUSTMENTS (IAV)**

Serviceable Increase	Increases to record bal	32	3B	Increases SERV Bal
Serviceable Decrease	Decreases to record bal	34	3D	Decreases SERV Bal
Unserviceable Increases	Increases to record bal	36	3F	Increases to UNSER Bal
Unserviceable Decreases	Decreases to record bal	38	3H	Decreases to UNSER Bal

**STATUS CHANGE**

Serviceable Assets	To unserviceable	52	5B	Decreases SERV Bal/Increases UNSER Bal
Unserviceable Assets	To serviceable	22	2B	Increases SERV Bal/Decreases UNSER Bal

**REPLACEMENT**

Special Level	Report level balance	94	9D	No affect on asset bal
Usage Factor	Reports usage data	95	none	No affect on asset
Planned Consumption	Reports data	96	none	No affect on asset
Previous Balance	Reports previous balance	97	none	No affect on asset
Peacetime Operation Level	Reports data	99	none	No affect on asset

**NOTES:**

1. Use the reversal transaction code to input a transaction which deletes a previous transaction in the applicable field determined to be erroneous (that is, to correct a human error). For example, don't use if a serviceable turn-in, transaction code "12", was processed to increase serviceable balance and decrease the training expenditure accumulation, when in fact



the turn-in went against an original issue for test. The reversal transaction code **1B** would be processed to delete the erroneous transaction. This would be followed by a transaction using code **13** to record the correct transaction and adjust quantity fields.

2. These transaction codes are also produced when an out-of-balance condition exists among the item record, debit record, and the ARMS report record balances (within the SBSS. TRIC FCH results in preparation of two transactions - one to increase and one to decrease).

3. Replaces usage factor at command only.

4. Replaces planned consumption at command only.

**ARMS RECONCILIATION FORMAT****XVA DATA CARD**

ELEMENT OF DATA	CARD COLS	SPECIAL INSTRUCTIONS
Transaction Identification Code	1-3	Always XVA(Note 1)
NSN	4-18	
SRAN/DODAAC	10-23	
Serviceable Warehouse Balance	24-31	Right justified and zero filled
Custody Account Balance	32-39	Right justified and zero filled
	40-47	Right justified and zero filled
Unserviceable Balance	48-55	Right justified and zero filled
Peace Time Operating Level	56-63	Right justified and zero filled
WRM Level	64-71	Right justified and zero filled
Non-Additive Custody account	72-79	Not used
Unused	80	Leave blank

**XVB DATA CARD**

ELEMENT OF DATA	CARD COLS	SPECIAL INSTRUCTIONS
Transaction Identification Code	1-3	Always XVB (Note 1)
NSN	4-18	
SRAN/DODAAC	19-23	
Zero Filled	24-71	(Note 2)
Last ARMS Report Number	72-77	(Note 3)
Major Command Code	78-79	
Unused	80	Leave blank

**XVC DATA CARD**

ELEMENT OF DATA	CARD COLS	SPECIAL INSTRUCTIONS
Transaction Identification Code	1-3	Always "XVC" (Note 4)
	4-80	(Note 4)

**XVD DATA CARD**

ELEMENT OF DATA	CARD COLS	SPECIAL INSTRUCTIONS
Transaction Identification Code	1-3	Always <b>XVD</b> (Note 5)
Number of XVA cards in report	4-7	
Number of XVB cards in report	8-11	
Number of XVC cards in report	12-15	
Blank	16-18	
SRAN/DODAAC	19-23	
Blank	24-80	

**NOTES:**

1. **XVA** and **XVB** cards are required for each NSN being reported.
2. Zero fill these cards unless directed otherwise by MAJCOM.
3. The last RCS: HAF-LGS(D)7109 report number for this NSN.
4. Use only if directed by MAJCOM.
5. The **XVD** card is a summary card for the report.

**AF FORM 160 - STOCK OR PRICE CHANGE VOUCHER**

Complete the AF Form 160 as outlined in AFM 67-1 and the following guidelines:

- Post all AF Forms 160 to the AFTO Forms 15. Annotate documents.
- Document lot and/or serial numbers on all documents in the **STOCK NUMBER AND COST CATEGORY** column..
- Annotate security classification of the item on all documents.
- Annotate reason for unserviceability and TO reference on all documents generating the condition code changes.
- Designate a storage representative as the certifying official for identity changes.
- Have the MASO sign the **SIGNATURE OF AUTHORIZED INDIVIDUAL** block.

**NOTE:** You may use an AFTO Form 102, **Munitions Inspection Document**, instead of the AF Form 160 to post accountable records. When using the AFTO Form 102, enter the document number from the AF Form 36 in block 16 of the AFTO Form 102 and file the AFTO Form 102 in the permanent document control file.

**AF FORM 36 - SUPPLY DOCUMENT REGISTER (MANUAL)**

Complete the AF Form 36 as per AFM 67-1 and the following guidelines.

- For receipt transactions, use the last 8 digits of the local document number in the **DOCUMENT NUMBER** column. Cross-reference the shipper's document number in the **REMARKS** column.
- For issue, turn-in, and expenditure transactions, enter the requester's control number in the **REMARKS** column.
- Enter the last nine numbers of the NSN in the **REMARKS** column for each transaction.
- Enter the applicable ADR number in the **REMARKS** column.
- Use may put other data in the **REMARKS** column to help maintain a clear picture of the transactions.
- You may use the following abbreviations to help conserve space on the form.

CAISU	Issue To Custody Account	ISU	Issue
CCC	Condition Code Change	REC	Receipt
EXP	Expenditure	SHP	Shipment
INV	Inventory Adjustment	TIN	Turn-In